

Information Technology Policy

The Leeds School of English seeks to promote and facilitate the proper use of Information Technology in the interests of learning, with special regards to e-learning platforms. This requires responsible and legal use of the technologies and facilities made available to students and staff.

Acceptable use

Acceptable use of School computer and network resources includes:

- use for teaching and learning, with special regards to e-learning platforms;
- administration, research, and development necessary for the operation of the School
- personal communication not falling into unacceptable use and not breaching the School's policies or constituting illegal actions, during study or work breaks

Unacceptable use

Unacceptable use of School computers and network resources includes:

- retention or propagation of material that is offensive, obscene or indecent;
- infringement of intellectual property rights;
- causing annoyance, inconvenience or needless anxiety to others;
- unsolicited advertising, often referred to as "spamming";
- sending e-mails that purport to come from an individual other than the person actually sending the message using, e.g., a forged address;
- attempts to break into or damage computer systems or data;
- actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software;
- attempts to access unauthorized computers;
- downloading, uploading, distribution, or storage of music, video, film, or other material, for which a valid licence is not held by the user;
- distribution, storage or use by any means of pirated software;
- connecting an unauthorised device to the School network;
- posting of defamatory comments about staff or students on the internet, with special regards to social networking sites;

Any unacceptable use of information technology provided by the School for the use of staff or students will result in disciplinary action being taken.