BIMM UNIVERSITY | A university for the creative industries

Student Fair Usage Policy

Last approved: 6th September 2024

Approved by: Academic Board

Next review due: September 2028

Introduction

This Fair Usage Policy provides guidelines to students who choose to engage with technology resources provided by BIMM University. By adhering to the Fair Usage Policy students help maintain standards of quality that contribute towards a safe, accessible, and reliable learning environment.

Scope

This policy applies to all students engaging with University-owned technology resources on or off campus.

Fair use definition

BIMM University technical resources are shared and finite. Fair usage considers accessibility and equality. Fair usage also considers the health and condition a resource has been left in once used. BIMM University operates a conscientious approach to consumables, extending consideration to environmental factors which are impacted from the use of technology.

Students should be aware that, in line with the principles outlined above, each January following graduation, students' University accounts will be closed. The closure of accounts will prevent access to Office 365 products and affiliate systems and technologies.

Technology resources

- Microsoft 365 login account:
  Your BIMM University Microsoft 365 login account must only be used by you the account holder and not shared with anyone else. Passwords should be set to a good level of complexity. Poor judgement can result in compromised accounts leading to temporary account closure.

- Microsoft One Drive:
  Files stored on Microsoft One Drive must have a direct relationship with your studies. Data space allocation will be provided throughout your academic studies whilst at BIMM University, continuing up until September 1st post your course end date. You are responsible for removing all required data from Microsoft One Drive by Sept 1st, there after the content will be removed.

- Microsoft 365 E-mail and Teams:
  BIMM University email and Teams is provided for peer to peer, and peer to lecturer communication, encouraging a positive and healthy learning community. Communication exchanges should not include inconsiderate or inappropriate behaviour, both written and by means of attached files.

- Resource computers:
  Windows PC's, Apple Mac labs, mixing suites, editing suites, loan devices, all form an estate of resource computers that are provided to aid the learning experience at BIMM University. Any use of a computer resource should be undertaken with care and consideration. During use the engagement on the resource machine, including web browsing, should have a direct relationship with your study. Data created must not be

stored on the device unless an agreement is in place with a loan device. The device must be left how you found it.

- Student WIFI:
  BIMM University student WIFI is provided for the connectivity of personal devices and supports the use of personal web browsing. Personal web browsing constitutes legal and unharmful activity only. File streaming and downloading should be undertaken sensibly, with large file (>1GB) streaming and downloading having a direct relationship with your studies.

- Printing:
  Print usage should have a direct relationship with your studies. You are required to consider before printing the true need to have a paper copy of your data, considering environmental factors and the alternative technical resources you have available to you both personally and through BIMM University.
  BIMM operates a no cost printing service based on a trust of fair usage. Print misuse will result in usage limitations being applied to individual student print accounts.

Prohibited activities

The following behaviour is prohibited when engaging with BIMM University technology resources:

- Intentional physical damage.
- Unauthorised administrative system changes.
- Engaging in hacking, unauthorised access, or attempting to bypass security measures.
- Intentionally spreading malware or engaging in any form of cyber-threat.
- Harassing, bullying, or engaging in any form of discriminatory behaviour.
- Inappropriate web-browsing including but not limited to gambling, pornography, or violence.
- Hosting or engagement with file torrenting or illegal streaming.

Policy violation

BIMM reserves the right to limit or remove access to a resource where evidence suggests the fair usage policy has not been adhered to.

Students are encouraged to report any violations of this policy to the appropriate BIMM University representative for investigation and resolution.