

PETROC CENTRE OF TECHNOLOGY & INNOVATION EXCELLENCE (COTIE) ACCEPTABLE USE POLICY

Introduction

Petroc (the College) is a General Further Education College providing education, training and development opportunities to individuals, communities and businesses across Northern and Mid Devon and beyond from its main campuses in Barnstaple and Tiverton. The College provides a learning environment for young people and adults which is safe and promotes respect. In achieving our Mission and Vision, we seek to be Professional, Trusted, Ambitious and Inclusive.

The Petroc Centre of Technology & Innovation Excellence (Cotie) has been created with funding support from the European Regional Development Fund (ERDF). It is a technology-based research and innovation facility for small and medium-sized businesses, housing a clean room and proof-of-concept/prototyping labs, with a variety of 3D printers and design facilities.

Purpose

This Acceptable Use Policy (the Policy) is intended to provide a framework for the use of the facilities within Cotie. It applies to all computing, telecommunications, networking, printing, design and other facilities provided within the Cotie and, where applicable, to mobile facilities. This Policy should be interpreted to encompass new and developing technologies and uses to which reference may not be explicit.

Policy

Cotie facilities are intended for use by start-up and small and medium-sized businesses (Users) through a booking system and through membership packages.

Cotie facilities may only be used for lawful purposes.

Cotie facilities should not be used for any activity which may reasonably be considered to be unlawful, immoral or offensive. Users will not be permitted to use Cotie facilities to create, communicate or use:

- a) Material that is prohibited by law;
- b) Unsafe, harmful or dangerous material, or that which poses an immediate threat to the well-being of others;
- c) Material that is obscene or otherwise inappropriate for the College environment;
- d) Material that is in violation of the intellectual property rights of others (for example, Cotie facilities may not be used to reproduce materials that are subject to copyright, patent or trademark protection).



Implementation

The College reserves the right to refuse or remove access to facilities and/or interrupt use of the facilities if a breach of the Acceptable Use Policy is suspected or identified. The College will seek clarification from the (potential) User prior to refusing or removing access and/or interrupting use, although where a serious breach is suspected or identified, access may be refused/removed and usage ceased without warning.

Responsibility

It is the responsibility of all Users to ensure they comply with this Policy. The College will not be held responsible for any usage in breach of this Policy.

The Centre Co-ordinator will be responsible for the effective implementation of this Policy. In the event of a dispute regarding the assessment of acceptable usage, cases will be referred to Petroc's Vice Principal Finance and Resources, whose decision will be final.

Review

This Policy will be reviewed biennially. The Policy may, however, be revised at any time. The College will seek to inform existing Users whenever the Policy is updated. Users are, however, expected to check the latest version of the Policy regularly in order to ensure compliance. The College will not accept responsibility for any breaches of the current Policy caused by the User relying on a previous version of the Policy.

