Document Q4.8

STUDENTS UNDER 18 YEARS OF AGE POLICY AND PROTOCOLS

Approved by Academic Board – 11 October 2018

Publication date: 26 March 2020

Next Review: October 2021
1 The University of Law’s Students under 18 years of age Policy has been informed by the Quality Assurance Agency’s Quality Code for Higher Education, specifically the Advice and Guidance for Enabling Student Achievement. The QAA’s Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities is assured and enhanced. This policy sits within The University of Law’s Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of The University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

2 The University of Law (the University) recognises that it has a duty of care for all students and a duty to safeguard children, who are defined as persons under the age of 18, and adults at risk. This policy sets out the principles under which the University ensures the care and safety of students under the age of 18. This policy should be read in conjunction with the University’s Safeguarding Policy and the University’s Disclosure and Barring Service (DBS) and Recruitment of Ex-Offenders Policy. The University recognises that central to this policy is the University’s responsibility for the academic standards of all awards granted in its name and the quality of learning opportunities for students.

Responsibility for this policy

3 Ultimate responsibility for the development of clear and effective safeguarding processes and procedures and overseeing their application lies with the Designated Senior Person for Safeguarding. Ultimate responsibility for the development of clear and effective processes and procedures associated with the quality assurance and maintenance of standards of academic provision and overseeing their application lies with the Academic Board of the University.

Scope of this policy

4 The policy applies to all students who are under 18 years of age at commencement of a programme admitted in accordance with the Recruitment, Selection and Admissions Policy.

Expectation

5 The University has in place, monitors and evaluates arrangements and resources which enable all students to develop their academic, personal and professional potential.
Key aims and principles

6 The University ensures that:

6.1 students under 18 years of age are fully supported in their personal and academic development to encourage them to develop their full potential;

6.2 students under 18 years of age are enabled to understand the need to take responsibility for their own learning;

6.3 parents of students under 18 years of age are able to understand that the University is an adult environment and treats all its students as independent, mature individuals;

6.4 relevant staff who have frequent contact with students under 18 years of age have DBS checks in accordance with the University’s Disclosure and Barring Service (DBS) and Recruitment of Ex-Offenders Policy;

6.5 relevant procedures are in place and are adopted for safeguarding students under 18 years of age in accordance with the University’s Safeguarding Policy.

Procedural approach

7 The University is committed to equal opportunity for all its students irrespective of age, class, creed, disability, ethnic origin, gender, marital status, nationality or sexual orientation, and to complying fully with all applicable legal requirements set out in the Equality Act 2010. In England and Wales, anyone younger than 18 years of age is defined as a child.

8 Whilst the University acknowledges that anyone under the age of 18 is legally a child, University students study in an adult environment where all students are treated the same. The University has a duty of care to all students and staff especially students under the age of 18.

9 A campus admitting a student under the age of 18 is required to demonstrate compliance with this policy prior to the student being inducted onto their programme of study. This includes carrying out DBS checks on members of staff who will have frequent contact with the student. The checklist used to determine a campus’s compliance with this policy is set out in Appendix D.

10 The University has in place Safeguarding Officers (SO) and Deputy Safeguarding Officers (DSO) across the campuses to assist staff who may have any concerns about possible risk to a child. These designated persons do not necessarily have child protection experience but they have received training and will have on-going support to allow them to play this key role in determining, with appropriate advice when
Students Under 18 Years of Age
Policy and Protocols

necessary, whether, and at what stage, a referral should be made to the appropriate
authority. Full details of the responsibilities of the SO and DSO are set out in the
University’s Safeguarding Policy.

Parental Responsibilities

11 The University does not accept an in loco parentis responsibility for students
under the age of 18.

12 Where a student’s parents are resident in the UK, they are responsible for the
student. If the student is studying on a programme that requires attendance at one of
the University’s campuses and the student’s parents are not resident in the UK, they
must appoint a guardian in the UK to carry out the tasks and responsibilities of the
parent as delegated. If there is not a suitable guardian, parents can access a list of
accredited agencies from the Association for the Education and Guardianship of
International Students to seek a guardian located in the UK.

13 Save for circumstances where parental consent would result in a child breaking
the law, parents are asked to give consent for their child’s involvement in anything that
requires students to be 18 years of age or more.

14 The University requires various documentation from parents before their child
can be admitted to the Programme of Study. Details of these documents are set out in
the protocols to this policy (Appendix A)

Travel to the UK

15 When non-UK students are travelling to the UK the student’s parents must
confirm to the University what arrangements are in place for the student to be met at
the point of entry to the UK. It is expected that the student will be met by their appointed
guardian. If this is not possible the University will assist the parents in making suitable
arrangements.

Accommodation

16 Provided that an application is received by the specified deadline, students are
provided with guaranteed student accommodation in Halls of Residence in the city
where they are studying if they are not living with their parents or authorised guardians.

17 Students have a legal right to live independently in the UK, so they can make
their own arrangements for accommodation if preferred.

18 Non-UK Students must provide their parent(s)/legal guardian(s) consent to live
independently in the UK.

Contracting with the University
There are certain occasions where a student under the age of 18 is considered not legally competent to contract with the University. These contracts include but are not limited to:

19.1 the full and timely payment of course fees to the University;
19.2 the fulfilment of the terms and conditions of the University.

The University requires students under the age of 18 who are involved in such contracts above to act through a parent or a guarantor, and requires such parent or guarantor to guarantee and fulfil the contractual obligations.

Admissions procedures for students under 18 years of age

20 The Admissions Department treats any applicant under 18 years of age with parity. The Admissions Department informs the Campus Dean where a student under 18 years of age is joining a programme of study at their campus.

Support for students with a disability

21 There is no difference in the support offered to students under 18 years of age in relation to disability support. Students studying at the University who are under the age of 18 can apply for the same level of funding as those over the age of 18 and should refer to the University Disability Support Policy.

Consumption of alcohol and social activities

22 It is illegal for alcohol or tobacco to be sold to or bought by individuals who are under the age of 18 years. Individuals are subject to random checks in relation to their age when using any licensed premises in the UK.

23 The University cannot undertake to supervise any individual student to ensure that the law is not broken in relation to licensed premises in the UK, or at University social events (such as those at the Fresher’s Induction week).

Use of IT and social media

24 All students of the University have access to IT to enhance their learning experience. The University’s IT Acceptable Use Policy (Students) outlines how computers, networks, email, data and internet usage are controlled and managed by the University by which students are required to abide. This policy is designed to ensure that the necessary levels of protection are in place to successfully provide these services for students. Students under the age of 18 are encouraged to pay particular attention to the section “Students Under the Age of 18” within the policy. Parents and students must familiarise themselves with the Conditions of Use of The University of Law’s IT Systems which are detailed in Appendix G.

Use of Images
Where the University wishes to use an image of a student under the age of 18 a parental consent form must be completed (Appendix E).

**Clubs, societies and events**

Students who are under the age of 18 are encouraged to join University clubs and societies but are not able to hold office until after their 18th birthday. This is because Officers carry legal responsibilities. Their participation in certain activities may be limited.

The University requires parental consent form (Appendix F) for a student under the age of 18 to participate in a club, society or event.

**Responsibility for implementation**

Responsibility for the implementation of this policy and protocols lies with the Campus Dean.

**Monitoring and evaluation**

Responsibility for reviewing and evaluating the effectiveness of this policy lies with the Designated Senior Person for Safeguarding. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.

**Date for next review:**

October 2021
### Version history:

<table>
<thead>
<tr>
<th>Version</th>
<th>Amended by</th>
<th>Revision summary</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>V1.0</td>
<td>Head of International Visa Office</td>
<td>Initial drafting</td>
<td>30/05/13</td>
</tr>
<tr>
<td>V1.1</td>
<td>Head of Careers Service</td>
<td>QA review</td>
<td>05/07/13</td>
</tr>
<tr>
<td>V1.3</td>
<td>External Consultant</td>
<td>External amendments</td>
<td>28/08/13</td>
</tr>
<tr>
<td>V1.4</td>
<td>Academic Registrar</td>
<td>Review</td>
<td>25/09/13</td>
</tr>
<tr>
<td>V1.5</td>
<td>Academic Board</td>
<td>Approval</td>
<td>03/10/14</td>
</tr>
<tr>
<td>V1.6</td>
<td>Student Officer</td>
<td>Review</td>
<td>04/11/13</td>
</tr>
<tr>
<td>V1.7</td>
<td>Head of International Visa Office</td>
<td>Update</td>
<td>02/12/13</td>
</tr>
<tr>
<td>V1.8</td>
<td>Head of International Visa Office</td>
<td>Update</td>
<td>05/02/14</td>
</tr>
<tr>
<td>V1.9</td>
<td>Centre Director – Birmingham</td>
<td>Review</td>
<td>05/02/14</td>
</tr>
<tr>
<td>V1.10</td>
<td>Head of Quality Assurance</td>
<td>Final amends</td>
<td>21/02/14</td>
</tr>
<tr>
<td>V1.11</td>
<td>VP – AGQS</td>
<td>Sign-Off</td>
<td>03/04/14</td>
</tr>
<tr>
<td>V1.12</td>
<td>Head of International Visa Office</td>
<td>Update</td>
<td>10/06/14</td>
</tr>
<tr>
<td>V1.13</td>
<td>Disability Support Officer</td>
<td>Update</td>
<td>11/11/14</td>
</tr>
<tr>
<td>V1.14</td>
<td>Director of Operational Services</td>
<td>Update</td>
<td>11/10/16</td>
</tr>
<tr>
<td>V1.15</td>
<td>Academic Board</td>
<td>Approval</td>
<td>25/10/16</td>
</tr>
<tr>
<td>V1.16</td>
<td>Director of Operational Services</td>
<td>Update</td>
<td>11/05/17</td>
</tr>
<tr>
<td>V1.17</td>
<td>Director of Operational Services</td>
<td>Update</td>
<td>01/10/18</td>
</tr>
<tr>
<td>V2.0</td>
<td>Registry Officer</td>
<td>Change to coding convention</td>
<td>24/03/20</td>
</tr>
<tr>
<td>V2.1</td>
<td>Senior Quality Officer</td>
<td>Further naming convention</td>
<td>26/03/20</td>
</tr>
</tbody>
</table>
APPENDIX A

Protocols

A. Parental Responsibility

Collection of compulsory documents:

a) Parents’ Agreement (Appendix B)
Parent(s)/legal guardian(s) must sign the Parents’ Agreement prior to the student joining their programme of study.

b) Guardianship Letter (Appendix C). Please see Appendix B.
Parent(s)/legal guardian(s) resident outside of the UK must sign the Guardianship Letter prior to the student joining their programme of study

c) 24 hour emergency contact and Next of Kin contact details
Emergency contact and Next of Kin details must be provided at the point of induction to the Programme of Study. The person listed as an emergency contact should be in the UK (a relative or trusted friend).

d) Travel Information – non UK students only
Confirmation of the students travel details to the UK and where the student is travelling independently, consent from the parent/guardian for independent travel and details of who will be meeting the student at the point of entry to the UK.

e) Accommodation Information – non UK students only
Students who want to live independently must submit a letter from their parent(s)/legal guardian(s), confirming their consent for the student to live independently in the UK. If the student is staying with a relative or a friend, parents must indicate this in the letter.

B. DBS Checks

Teaching and Employability staff who have frequent contact with a student under 18, including the students Personal Tutor, will have and Enhanced DBS check.

Members of student support teams are required to have Basic DBS checks as a requirement of their role.

DBS checks are carried out by the Human Resources team.

C. Personal Tutors
Under 18s are assigned to a Personal Tutor who teaches them during the first semester of their programme of study.

Personal Tutors will check the following matters with the student at the first pastoral appointment:

- Whether the student has a disability that they have not yet declared and if not to make the student aware of the Disability Support Service and tell the student that the tutor send an email to the service asking them to contact the student directly (disabilitysupportservice@law.ac.uk)

- Whether the student has any issues with their accommodation and if so to make the student aware of the accommodation service (accommodation@law.ac.uk)

- Whether the student is registered with a doctor and if not provide the student with a copy of the Campus Advice and Support Booklet (available from Student Services)

- Whether the student has read the IT Acceptable Use Policy (Students) and if not provide the student with a copy of the policy directing (Appendix G).

- Whether the student is aware of the Student Hub on ELITE and what support is available to students – counselling and learning skills in particular

- Provide the student with a copy of the parental consent form for use of images of children (Appendix E) and the parental consent form for participation in events/activities (Appendix F).
APPENDIX B

Parents’ Agreement

To Whom It May Concern

Your daughter/son (print name)………………………………………………………………..

will be younger than 18 years of age when admitted to The University of Law. It is very important that you read the University Policy on Students under the age of 18 which is enclosed with this letter.

You are required to read and sign the Parents’ Agreement before your child enrols onto the programme of study.

The University has a duty of care to all students and staff especially students under the age of 18. However the University does not accept an in loco parentis responsibility for children.

If you are not resident in the UK, you must appoint a guardian in the UK to carry out the tasks and responsibilities of the parent as delegated. If there is not a suitable guardian, you can access a list of accredited agencies to seek a guardian. A list of accredited agencies can be obtained from:

The Association of Educational Guardians for International Student (AEGIS)
66 Humphreys Close
Randwick
Stroud GL5 4NY
Tel/Fax: +44 (0) 1453 755160
Email: secretary@aegisuk.net

You will be asked to give consent for your child’s involvement in anything that requires students to be 18 years of age or more.

In addition to this Agreement, you also must submit the following documents before your child can be admitted to the programme of study:

- 24 hour emergency contact and Next of Kin contact details
- Travel Information (for Non-EEA students)
- Accommodation information (Non-EEA students)
- Medical/Disability support details (if applicable)

There are certain occasions where a student under the age of 18 is considered not legally competent to contract with the University. In these situations the University requires students under the age of 18 who are involved in such contracts to act through
Students Under 18 Years of Age  
Policy and Protocols

a parent or a guarantor, and requires such parent or guarantor to guarantee and fulfil the obligations therein. Where these are required, you must act as a guarantor to that contract.

You will be informed if your child fails to pay any fees agreed under our Terms and Conditions. Your details will be passed on to the University’s solicitors.

In an emergency, medical treatment may be required before parent(s)/legal guardian(s) are contacted. Therefore you must give your consent that in case of an emergency, the University has permission to act on medical advice.

All students of the University have access to information technology to enhance their learning experience. Detailed within the Under 18 years of age policy document are the Conditions of Use of The University of Law’s IT Systems. It is important that you read and discuss these with the student ahead of the student commencing study. A breach of the IT guidelines may result in the student being subject to disciplinary action and possible exclusion.

I confirm that I have read and accept The University of Law Students under 18 years of age policy and the conditions of use of The University of Law’s IT systems.

..................................................
(print name)
Parent(s)/Legal Guardian(s)

..................................................
(signature)
Parent(s)/Legal Guardian(s)

Address:  ..........................................
..................................................
..................................................
..................................................

Date:  ..........................................

APPENDIX C
Guardianship’s Letter

To Whom It May Concern

I, (name) ……………………………………………………, father/mother (delete as applicable), authorise (name)………………………………………………………………..to act as a guardian for my daughter/son (delete as applicable)……………………………………………………………… while they are studying at The University of Law.

I confirm that above named guardian will carry out the tasks and responsibilities of a parent until the child’s 18th birthday.

GUARDIAN

Name…………………………………………………………………

UK address…………………………………………………………

………………………………………………………………

………………………………………………………………

Mobile no:……………………………………………………

Landline no:………………………………………………

Email:…………………………………………………………

____________________________________

Parent(s) name

Date, place
APPENDIX D

Campus Compliance Checklist – to be submitted to the Designated Senior Person for Safeguarding or on before 1 September immediately preceding the admission of a student under 18 years of age

<table>
<thead>
<tr>
<th>Safeguarding Officer and Deputy Safeguarding Officer notified that a student under 18 years of age joining</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBS checks for relevant staff below completed or applied for</td>
<td>Indicate if completed (C) or applied for (A)</td>
</tr>
<tr>
<td>Personal Tutor</td>
<td></td>
</tr>
<tr>
<td>Tutors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Employability staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Tutor briefed as to requirements for the first pastoral appointment</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

Campus Dean Signature: ____________________________________________

Date: _________________________________________________________
APPENDIX E
Parental Consent Form for Use of Images of Children

I/we, ........................................................................................................the parent(s)/guardian(s) of:

(child’s full name) ........................................................................................................

(child’s full name) ........................................................................................................

(child’s full name) ........................................................................................................

hereby give The University of Law permission to use any still and/or moving image ie
video footage, photographs and/or frames and/or audio footage depicting my/our
children named above taken by (name of photographer)

…………………………………………………..

on behalf of The University of Law, on (date)……………………………………

at (place)………………………………………………………………………………

for any of the following uses:

• Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.

The above consents will apply throughout the world and be for an indefinite period/expire on (date)…………………………………….delete as appropriate

Signed………………………………………....Date……………………………………

Signed………………………………………....Date……………………………………

Address………………………………………………………………………………

Postcode………………………………..
APPENDIX F
Parental/carer consent form for The University of Law events/activities

1. Name of Course:
   
   Event/activity:
   
   Date/Time:
   
   Name of Tutor/Staff Member…………………………………………

2. Name of Young Person………………………………………………………
   
   Address………………………………………………………………………
   
   ……………………………………………………………………………………
   
   Telephone No…………………………………………………………………
   
   Date of Birth……………………………………………………………………

3. I have read all the information provided concerning the above event/social activity/extracurricular activities. I hereby give permission for my son/daughter/ward to participate.
   
   I agree to …………………………………………….taking part in the event/activities described.
   
   I acknowledge the need for ………………………………….to behave responsibly. I recognise that if………………………………..has to leave the event early for any reason I will be responsible for collecting them/arranging their transport.

4. The University of Law only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of The University of Law, its servants or agents.
   
   Signed…………………………………………………………..Date………
   
   (Parent/Guardian)
   
   Address……………………………………………………………………
   
   …………………………………………………………………………………
   
   (if different from above)
   
   Any additional telephone numbers during the period of the activity:
   
   …………………………………………………………………………………
1. Medical information about the young person

In the following section please give details of ANY medical condition of which the Organisers ought to be aware; please include details of any medication which has to be taken or any dietary requirements (this information will be treated with confidence).

a) Does your son/daughter/ward have any conditions requiring medical treatment, including medication?

YES/NO (please delete as applicable)

If YES, please give brief details:

…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………

b) Please outline any special dietary requirements, including allergies:

…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………
…………………………………………………………………………………………………

b) Is your son/daughter/ward allergic to any medication? YES/NO

If YES, please specify:

…………………………………………………………………………………………………
…………………………………………………………………………………………………

…………………………………………………………………………………………………
…………………………………………………………………………………………………

…………………………………………………………………………………………………
…………………………………………………………………………………………………
APPENDIX G
IT Acceptable Use Policy – Students [30 September 2016]

The University regards its computer systems as a vital and integral part of its business and so expect you to use computers responsibly and only for the purposes of the business. The University will treat seriously any actual, attempted or suspected infringement of this computer policy and may take disciplinary action in line with the University’s Student Disciplinary Policy (“Disciplinary Action”). This policy has been recently updated to take into consideration the Government initiated Prevent project and associated responsibilities.

1. Contents
   1.1 Hardware
   1.2 Software
   1.3 Passwords
   1.4 Email Correspondence
   1.5 Guidance for Appropriate Use
   1.6 Inappropriate Use
   1.7 Internet Access
   1.8 Data Backup
   1.9 Monitoring of Electronic Communications

2. Social Media & Networking
   2.1 Scope & Purpose of this Policy
   2.2 Compliance with Related Policies & Agreements
   2.3 Monitoring
   2.4 Responsible use of Social Media
   2.5 Respecting Intellectual Property & Confidential Information
   2.6 Monitoring, Breach & Review of this Policy

1.1 Hardware
Rules regarding the use of hardware:
   a. Only authorised students and other authorised individuals should have access to the University’s computer equipment.
   b. Equipment must not be moved without the consent of the IT Department, and in such circumstance the IT Department will facilitate the move.
   c. Equipment must not be attached to the network without the consent of the IT Department and in such circumstance the IT Department will facilitate the attachment.
   d. No IT equipment may be modified without the consent of the IT Department and in such circumstance the modification will be made by the IT Department.
Students Under 18 Years of Age
Policy and Protocols

e. All IT equipment must be treated with due care and attention. Any fault, loss or damage must be reported to IT Servicedesk immediately and without delay. If in doubt you should consult a member of the IT Team.

f. All IT equipment must be logged off correctly and powered down when not in use for long periods of time. You must therefore turn off any PC at the end of each use.

1.2 Software
1.2.1 All PCs will be set up by the IT Department and must not be altered by any users.

1.2.2 Subject to paragraph 1.10.2 of this policy, you are only authorised to use computer systems and have access to information that is relevant to your studies. You should neither seek information nor use systems outside these criteria. Unauthorised access to any of the University's computers or network devices is a breach of this policy and will lead to Disciplinary Action.

1.2.3 Attempts to circumvent this security policy, either deliberately or otherwise will be investigated by the IT Department and appropriate action taken. Examples of attempts to circumvent security policy include actions such as: use of proxy servers to browse restricted websites, installation of software via 'back-door' methods, disabling security software, etc.

1.2.4 Standard operating procedures must be followed at all times when using software. Where no procedures exist, consult with the IT Department and follow any instructions given.

1.2.5 Under no circumstances may you load any unauthorised software (including but not limited to, public domain software, magazine cover disks/CD or Internet/World Wide Web downloads) without approval from the IT Department.

1.2.6 It is illegal to make unauthorised copies of software and/or computer facilities. Software and computer facilities issued by the University for your use are licensed to the University and are protected by copyright law. You must not make copies of, or distribute software that has been copied. Breach of this policy may lead to Disciplinary Action.

1.2.7 If you receive media from any unknown source, you must have it virus checked by the IT Department. If you need to bring in media from your home computer, you must get permission from the IT Department before doing so. Virus protection software must be maintained and periodically checked. It is recommended that you re-boot the University computers provided daily with the anti-virus software to ensure that no viruses are present.

1.2.8 In the event of a virus, you MUST comply with the directions of the IT Department. Failure to do so can jeopardise the security of the University’s computer network and could result in data loss / damage to computer hardware and software.
1.2.9 You must not use removable media to transfer files between University computers; this should be done using the network drives.

1.3 Passwords
1.3.1 To access various software programs you may have been given a user name and password. These passwords are personal to you. Do not write them down where they may be seen by anyone else.
1.3.2 You are responsible for all actions undertaken whilst logged on to any system using your user name and password. You should not, therefore, allow anyone else to use your access rights and password.
1.3.3 You should not divulge passwords to anyone. If requested please contact the IT Servicedesk to seek guidance.
1.3.4 You should not disclose any information concerning the University’s systems that make them vulnerable to a third party.
1.3.5 Gaining or attempting to gain unauthorised access to documents not belonging to you, including but not limited to, email, passwords and in particular documents which might contain sensitive/personal information may result in Disciplinary Action.

1.4. Email Correspondence
1.4.1 The Email system is available for communication and matters directly concerned with your studies at the University. When using the email system you should give particular consideration to the following:
   a. Email messages and copies should only be sent to those for whom they are particularly relevant. You should be careful not to copy emails automatically to all those originally copied in to the original message. Doing so may result in disclosure of information to the wrong person, and/or at minimum cause unnecessary distraction.
   b. Email should not always be used as the primary method of communication and as a substitute for face to face communication or telephone contact. Hasty and/or abusive email messages should not be sent as this may cause upset, concern and/or misunderstanding.
   c. If emails are confidential, you must ensure that necessary steps are taken to protect confidentiality. If you receive any email message that is not intended for you, you should return such message to the sender.

1.4.2 Your email address can receive emails from anyone connected to the Internet. Anyone found with offensive, pornographic or any material related to radicalisation or terrorism on their computer will be subject to investigation, which could result in Disciplinary Action.
1.4.3 The University will not tolerate the use of the email system for unofficial or inappropriate purposes, including; messages which could constitute bullying, harassment or other detriment; on-line gambling; and/or personal use (e.g. social invitations, personal messages, jokes,
Students Under 18 Years of Age
Policy and Protocols

cartoons, chain letters or other private matters). Abuse of this policy will lead to Disciplinary Action being taken.

1.4.4 You should not knowingly attach to emails, any files which may contain a virus, malware or spyware as the University could be liable to the recipient for any loss suffered by them as a result.

1.4.5 The University reserves the right to access and monitor any or all areas of any computer and computer software systems which it owns (including email boxes) from time to time for legitimate business reasons (including ensuring compliance with its Policies) and training purposes. You should not therefore assume that any information held on University computers and/or accessed through University computers is private and confidential to you.

1.4.6 If you receive an email from an unknown source, or “junk” email you should delete this from your system immediately without opening it as it may contain a virus.

1.4.7 Emails may contain file attachments. These should not be opened unless they are received from a trusted source, i.e. from known University staff or representatives. If in doubt, forward the email to the IT Department for verification.

1.4.8 You should ensure there is no infringement of copyright when adding attachments to emails. Confidential Information should not be left on display on an unattended workstation.

1.4.9 Regular housekeeping is required to delete unwanted emails to prevent the file server filling up. You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

1.4.10 You must not distribute sensitive data concerning the University, its staff or fellow students. Doing so may result in Disciplinary Action.

1.5 Guidance for Appropriate Use

1.5.1 Email messages are non-secure mediums and care should be taken when composing, sending and storing messages. It is possible messages are not received at their destination or that they can be intercepted.

1.5.2 Outgoing emails have the University footer attached to stress the confidentiality of the contents and, where appropriate, should contain a disclaimer. This is added automatically by the server and you should not add any additional/alternative messages.

1.5.3 You must take reasonable steps to guard against unauthorised access to, alteration, accidental loss, disclosure or destruction of data.

1.6 Inappropriate Use

1.6.1 You must not send internally or externally or obtain material (whether in the form of text or images) which is libellous or defamatory, illegal, obscene, sexually explicit, bullying, discriminatory or disparaging of others particularly in respect of their race, national origins, sex, sexual orientation, age, disability, religious or political beliefs or which is related to radicalisation or terrorism.

1.6.2 You are reminded that material which you find acceptable might be offensive to others. It is recommended that you take care and give
sufficient thought to what you send. Messages can be misconstrued and should not become a substitute for "one to one" conversations. You should not send humorous material either internally or to external recipients. It can frequently be misunderstood or cause offence.

1.6.3 Examples of inappropriate use include, but are not limited to:
   a. Sending, receiving, downloading or displaying or disseminating material that insults, causes offence or harasses others.
   b. Accessing pornographic, radical, terrorist, racist or other inappropriate or unlawful material or on-line gambling sites.
   c. Forwarding electronic chain letters or similar material.
   d. Downloading or disseminating copyright materials without the permission of the copyright owner.
   e. Disclosing confidential information.
   f. Downloading or playing computer games.
   g. Copying or downloading software.

Serious instances of inappropriate use may be considered gross misconduct and lead to Disciplinary Action.

1.7 Internet Access
1.7.1 All University computers have Internet access. Subject to paragraph 1.10.2 of this policy, Internet access is granted for your studies. Usage is not limited in time, but is limited to research related activities. Some examples of inappropriate internet use are listed above. Under no circumstances must you download any files from the Internet without the consent of the IT Department.

1.7.2 Anyone believed to have been visiting unauthorised sites relating to pornographic, radicalisation, terrorism material or other non-business related material will be subject to Disciplinary Action. Offences of this nature may be referred to the Police if deemed necessary.

1.7.3 The University reserves the right to remove your Internet access privileges. Should this decision be taken, the University will advise you of the reasons for this action.

1.7.4 Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary and results regularly forwarded to relevant University personnel and the police, if appropriate.

1.8 Data Backup
Details on how to back-up your data can be obtained from the IT Department. Files and records must not be stored on the local (C:/) drive of any PC used by you; all files must be stored on network drives which are backed up by the IT Department.

1.9 Monitoring of Electronic Communications
1.9.1 In accordance with the law, the University reserves the right to intercept and monitor all forms of electronic communications on its systems,
including (without limitation), email messages. This may be to monitor criminal or unauthorised use, viruses, threats to the computer system, or to ensure the effectiveness of its operations and compliance with the University’s Policies and Procedures. Monitoring may be of either the content and/or the extent of use, and be on a random basis or when the University has cause for concern.

1.9.2 Although the University respects your personal privacy, electronic communication tools are provided primarily for study purposes. If you have concerns about privacy you should not use the University’s electronic communications resources for personal use.

2. SOCIAL MEDIA & NETWORKING
2.1 Scope and Purpose of this Policy
2.1.1 This Policy deals with the use of all forms of Social Media, including (but not limited to) Facebook, LinkedIn, Twitter, Wikipedia, all other social networking sites, and all other internet postings, including blogs. It applies to the use of social media for both study and personal purposes.

2.1.2 The purpose of this Policy is to protect the University and its reputation and goodwill from undue harm. It is also designed to protect the University from unintentional breaches of other University Policies and relevant legislation and to minimise the risks of legal action by third parties arising out of the use of Social Media. The Policy applies regardless of whether the social media is accessed using University IT facilities and equipment or your own personal IT equipment.

2.1.3 All users are responsible for the success of this Policy and you should therefore ensure that you take the time to read and understand it. Any misuse of social media should be reported to IT Department. Questions regarding the content or application of this Policy should be directed to IT Department.

2.2 Compliance with Related Policies and Agreements
2.2.1 Social media should never be used in a way that breaches any of the University’s other Policies. If an internet post would breach any University Policy in another forum, it will also breach them in an online forum. For example, you are prohibited from using social media to:

(a) Breach of other sections of the companies policies (including Confidentiality, Data Protection, Property & Computer Policies);
(b) Breach any obligations you may have relating to confidentiality (this includes discussing the fact of or the outcome of Disciplinary or Complaint matters);
(c) Breach the University’s Student Disciplinary Policy;
(d) Defame or disparage the University or its affiliates, staff, students, customers, clients, business partners, suppliers, vendors or other stakeholders;
Students Under 18 Years of Age  
Policy and Protocols

(e) Harass or Bully University staff or other students in any way;

(f) Breach any other laws or ethical standards (for example, never use Social Media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

The above list is not exhaustive

2.2.2 Should you breach any of the above Policies you will be subject to Disciplinary Action.

2.3 Monitoring  
The University may at its sole discretion, monitor its IT equipment and networks for compliance with this Policy.

2.4 Responsible use of Social Media

2.4.1 In order to protect the University’s business reputation you must not post disparaging or defamatory statements about:
   (a) the University;
   (b) the University’s staff, students and clients;
   (c) suppliers, agents and vendors; and other affiliates and stakeholders,

You should also avoid social media communications that might be misconstrued in a way that could damage the University’s business reputation, even indirectly.

2.4.2 Unless specifically authorised by the University, you should make it clear in social media postings that you are speaking on your own behalf and not that of the University.

2.4.3 You are not permitted to create your own University social media page (e.g. Facebook, Google Plus, LinkedIn etc.) or University related social media pages, without prior authorisation from the IT Department. Should you be found to have created your own University social media page, or a University related social media page, you will be asked to remove/delete such page immediately, and may be subject to Disciplinary Action.

2.4.3 You will be personally responsible for what you communicate in Social Media. Remember that what you publish might be available to be read by the masses (including the University itself, future employers and social acquaintances) for a long time. Keep this in mind before you post content.

2.4.4 If you disclose your affiliation as a Student of the University (for example, on a LinkedIn profile), you must also state that your views do not represent those of the University. For example, you could state, “the views in this posting do not represent the views of the University”. You should also ensure that your profile and any content you post are consistent with the professional image you present to fellow students.
2.4.5 Avoid posting comments about sensitive business-related topics, such as University performance. Even if you make it clear that your views on such topics do not represent those of the University, your comments could still damage its reputation.

2.4.6 If you see content in Social Media that disparages or reflects poorly on the University or its stakeholders, you should contact your personal tutor immediately.

2.5 Respecting Intellectual Property and Confidential Information:

2.5.1 You should not do anything to jeopardise the University’s valuable trade secrets and other Confidential Information and Intellectual Property through the use of Social Media.

2.5.2 You should refrain from discussing anything that may be considered University Confidential Information; this includes discussing the fact of or the outcome of Disciplinary or Complaint matters.

2.5.3 In addition, you should avoid misappropriating or infringing the Intellectual Property of other companies and individuals, which can create liability for the University, as well as yourself as the individual author.

2.5.4 Do not use University logos, brand names, slogans or other trademarks, or post any University confidential or proprietary information without prior written permission.

2.6 Respecting Students, Staff, Clients, Partners and Suppliers

2.6.1 Do not post anything that your fellow students, University staff, customers, clients, business partners, suppliers, agents, vendors or other stakeholders would find offensive, including discriminatory comments, insults or obscenity.

2.6.2 Do not post anything related to your fellow students, University staff, customers, clients, business partners, suppliers, agents, vendors or other stakeholders without their written permission.

2.7 Monitoring, Breach and Review of this Policy

2.7.1 The IT Department in consultation with the HR Department and Legal Department shall be responsible for reviewing this Policy to ensure that it meets the legal requirements and reflects best practice.

2.7.2 Breach of this Policy may result in Disciplinary Action. Disciplinary Action may be taken regardless of whether University equipment or facilities were used for the purpose of committing the breach.

2.7.3 If you are suspected of committing a breach of this Policy you will be required to cooperate with all internal Investigations, which may involve handing over relevant passwords and login details.

2.7.4 You may be required to remove internet postings which are deemed to constitute a breach of this Policy. Failure to comply with such a request may in itself result in Disciplinary Action.

2.7.5 This Policy is non-contractual and may be amended from time to time to meet the operational needs of the University.
Students Under the Age of 18
The University may occasionally admit students who are under the age of 18 at the start of their course. Special considerations apply, in addition to those above:

- The University of Law does not act *in loco parentis* for such students. This means that their parent/guardian must agree to accept responsibility for the student;
- In addition to exercising responsibility for the welfare of the student, the parent/guardian must also take full responsibility for the student’s compliance with University regulations, including those relating to IT systems;
- Students under 18 will have access to the same IT facilities as other students. This means that, although the internet feed is filtered, the University cannot guarantee that they will not accidentally access websites that are pornographic or otherwise offensive or disturbing;
- There are certain occasions where a student under the age of 18 is considered not legally competent to enter into a legal contract. Parents/guardians must ensure that their child/ward does not use University IT facilities to seek to do so;
- Individuals under 18 cannot lawfully purchase alcohol, and must not do so by using the University’s IT facilities.