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VISITOR INTERNET ACCESS POLICY

1. PURPOSE

- 1.1. The purpose of this policy is to provide guidelines for granting and managing internet access for visitors at Leicester College. Visitors include any person who is not an employee, contractor, or authorised partner of the company or organization, such as clients, customers, vendors, consultants, auditors, regulators, students, researchers, journalists, or guests.

2. SCOPE

- 2.1. This Policy applies to all visitors who request or receive internet access at Leicester College, through wired or wireless connections, personal or shared devices.
- 2.2. This Policy should be read in conjunction with the [Acceptable Use of Technologies Policy](#) (IT001).

3. POLICY

- 3.1. Visitor internet access is a privilege, not a right, and may be granted or revoked at any time by the College, based on its sole discretion and business needs.
- 3.2. Visitor internet access is provided for the sole purpose of conducting legitimate business or educational activities related to the College, or as a courtesy or goodwill gesture. Visitors are not allowed to use the internet access for any personal, recreational, or unauthorised purposes.
- 3.3. Visitors must comply with all applicable laws, regulations, and policies regarding internet usage, security, privacy and confidentiality. Visitors must also respect the intellectual property rights, data protection rights, and privacy rights of the College and its partners, customers, and stakeholders.
- 3.4. Visitor internet access is limited to a duration of eight hours in any one period at the College's premises. Visitors must not access the internet beyond the authorised time period or attempt to extend or renew their internet access without proper authorisation.
- 3.5. Visitor internet access is monitored and logged by the College. Visitors have no

expectation of privacy or anonymity when using the College's internet service. The College may collect, store, analyse, and disclose any information related to the visitor's internet usage, as permitted by law and policy, for the purposes of security, compliance, audit, or investigation.

- 3.6. Visitor internet access may be subject to bandwidth limitations, content filtering, or other technical controls, as determined by the College, to ensure the availability, reliability, and performance of the internet service, and to prevent any unauthorised, illegal, or harmful activities or content.
- 3.7. Visitor internet access may be suspended or terminated without notice in case of any violation of this policy, or any other reason deemed appropriate by the College, such as network maintenance, security breach, or emergency situation.

4. RESPONSIBILITIES

4.1. Visitors:

- 4.1.1. Must consent and accept this policy and its terms and conditions in order to gain internet access.
- 4.1.2. Are responsible for using the internet access in a responsible, ethical, and lawful manner and for respecting the College's network resources and security. Visitors must not engage in any activity or content that is illegal, offensive, disruptive, or harmful to the College or its partners, customers, or stakeholders.
- 4.1.3. Are responsible for reporting any issues, problems, or incidents related to internet access to the IT department.
- 4.1.4. Must cooperate with any investigation or inquiry related to their internet usage, and provide any information or evidence requested by the College or its authorised representatives.

4.2. The College's IT department is responsible for:

- 4.2.1. Providing and maintaining the internet service and the devices and networks for visitor internet access. The IT department must also ensure that the internet service and the devices and networks are secure, reliable, and compliant with the College's standards and policies.
- 4.2.2. Implementing and enforcing the technical controls and monitoring mechanisms for visitor internet access. The IT department must also review and analyse the logs and reports of the visitor's internet usage, and identify and respond to any issues, problems, or incidents related to internet access.
- 4.2.3. Investigating and resolving any issues, problems, or incidents related to visitor internet access, and for taking any appropriate actions, such as issuing warnings, suspending or terminating internet access, or reporting to the management or the authorities.

4.3. The College reserves the right to seek compensation or damages from any

person who violates this Policy.

5. COMMUNICATION AND REVIEW

- 5.1. This Policy will be made available to any visitors seeking to access the internet while on College premises. It will be reviewed annually, or as needed, by the IT department in consultation with the Executive Leadership Team .