

The College has provided computers for use by staff, offering access to a vast amount of information for use in studies, acting like an extension to the College library and offering great potential to support the curriculum. PLEASE ALSO REFER TO THE COLLEGE CODE OF CONDUCT FOR FURTHER GUIDANCE.

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk.
- Only use the computers for educational purposes. Activities such as buying or selling goods are not acceptable.
- Always check files brought in on removable media (such as USB sticks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software and ensure they have been found to be clean of viruses before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.
- Laptops provided by the College must always be available in College when required.
- Laptops used outside College are not insured by the College and staff would have to pay the cost of any damage.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always be wary about revealing your home address, telephone number, College name, or picture to people you meet on the Internet.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and USB sticks will be treated like College lockers. ICT staff or Senior Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- You should access the Internet only for College activities.
- Only access suitable material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by copyright laws.
- The use by staff of social networking sites should not involve students currently at the College OR ex-students under the age of 18.
- The use of VLE's (Efolio or similar) should be used by staff for purely professional purposes.

Email

- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of ICT staff. The sending or receiving of an email containing content likely to be unsuitable for Colleges is strictly forbidden.

I have read and understand the above and agree to use the College computer facilities within the College Code of Conduct and the above guidelines.

Name: _____

Signature: _____

Date: _____