

ICT Acceptable Use Policy - Student Guidelines – June 2009

The College has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the College library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a College corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

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, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods, and playing games is inappropriate.
- Always check files brought in on removable media (such as floppy disks, 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.
- Eating or drinking in ICT rooms is forbidden.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password. Do not use obvious passwords. Include a capital letter and a number.
- Always get permission before revealing your home address, telephone number, College name, or picture to people you meet on the Internet.
- Taking and uploading digital images is forbidden without permission from a teacher.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- 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, floppy disks, CDs, and USB sticks will be treated like College lockers. Staff may review your files and communications to ensure that you are using the system responsibly.
- Attempting to delete or alter the work of others without their consent is strictly forbidden and will result in being banned from the College network as well as other possible consequences.
- Do not print any document without permission from a teacher or technician. Misuse of the printer may lead to a fine.

Internet

- You should access the Internet only for study or for College authorised/supervised activities.
- Exercise caution when researching sensitive subjects; ask your teacher for advice and do not seek to disturb or frighten others if they find a subject such as animal rights upsetting.
- 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.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms are banned.
- The use by students of social networking sites should not take place on College computers.
- The use of VLE's (Efolio or similar) should be used by students for purely study purposes.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street. Doing so will result in being banned from the network.
- 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 staff. The sending or receiving of an email containing content likely to be unsuitable for children or Colleges is strictly forbidden.