



Campbell Harris

IT and Internet Acceptable Use Policy

Permission to use the ICT facilities is conditional upon the user agreeing to abide by the "Acceptable Use Policy". Any breaches of this policy may lead to withdrawal of access to the ICT resources and possible action in line with existing practice regarding inappropriate behaviour.

Each Computer in the College is set up with a student account. Students should log in on this account whenever they are to use the computers.

Work should be saved onto a Flash drive (USB key) – all files saved to the hard drive will be deleted at the end of each college week.

Students will use the computers for schoolwork and homework only

- Students will not cause damage to or interfere with any of the ICT equipment.
- Students will not use any media in or connect any hardware to (CDs, DVDs, usb-drives, MP3 players, cameras etc.) college equipment, without the permission of a member of staff in charge of the room.
- Any use of phones in connection to computers is not acceptable unless authorised by a member of staff.
- Students will not copy or download personal music or video files, illegal or legal. Students will also not save any other type of file i.e. .zip or .exe files etc.
- Students will not download or install any "cracked" or other illegal software. "Cracking" - modification of software to remove protection methods.
- Students will not deliberately introduce any form of virus or other damaging code onto the computers.
- Students will not attempt to hack into the Admin account on any computer in college or use the college computers to attempt to hack into any other computer or system. The latter is illegal. "Hacking" - any action, malicious or otherwise, that is designed to gain unauthorised access to network, computer or user information or to harm or take control of any computer system.
- Students will report any unpleasant material found on the computers. Students understand this report would be confidential and would help to protect other students and themselves.
- Students will be responsible for their behaviour when using the Internet. This includes the resources they access and the language they use.
- Students will not deliberately browse, download or upload material that could be considered offensive or illegal. This includes any material that is deemed to be dangerous, pornographic, offensive, racist, sexist or illegal.
- Students will not access public chat rooms, forums and social networking sites or play multiplayer network games.
- Students will not copy information into assignments without acknowledging the source – this is plagiarism and copyright infringement.

Personal Devices

Students must be responsible and respectful about the use of their own technology within the college. Leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving is in direct breach of the college's acceptable use policy.

Personal laptops

Students are permitted to connect their own laptops to the college wireless networks. However, as with the college computers, no illegal software or offensive material must be downloaded using the college networks. Likewise, no hacking is permitted, and no viruses or damaging code must infect the college networks from students' laptops.

- The college reserves the right to check randomly the contents of any computer or storage media connected to the college computers. This includes flash drives, CDs, DVDs, MP3 players, i-pods, mobile phones or any other form of storage medium.
- Any unsuitable material will be deleted or destroyed and suitable disciplinary action taken.

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