

Acceptable use of IT equipment for students

The College provides information technology (IT) equipment as an integral part of how you learn with us, making learning more accessible and interesting. In return we ask that you use this equipment and the IT systems responsibly.

Do not:

- * Install any software (without the prior permission of College staff)
- * Change the configuration or operation of equipment (e.g. screensavers, backgrounds)
- * Acquire or attempt to acquire unauthorised access to the College network or any other network (this is commonly referred to as hacking)
- * Introduce or distribute computer viruses or similar software
- * Access, distribute or store material considered to be racist, defamatory, obscene, pornographic or extremely violent
- * Play unauthorised computer games, or use chat/messaging systems
- * Conduct commercial business including email or Internet use, for personal gain
- * Invade other users privacy by accessing their email or data files
- * Deliberately damage College property
- * Affect the normal operation of the College by broadcasting network messages, disrupting IT services or accessing/altering College records
- * Use email facilities to distribute jokes, cartoons, obscene or offensive images, software or to advertise personal goods
- * Send email messages whilst pretending to be someone else
- * Perform similar actions

We reserve the right to update this list as required.

Any use of IT facilities that is deemed unacceptable may lead to disciplinary action and suspension of your account.

This action will be at least a verbal or written warning, and if required will result in the immediate suspension of the student whilst a disciplinary hearing is arranged.

Serious acts of IT abuse will result in the permanent exclusion of guilty

Criminal acts may lead to your prosecution under the law and the College will not hesitate to notify the police when such acts take place. The College reserves the right, during times of suspected IT misuse, to electronically monitor and record user activity, without informing the user. The recorded information can be used as evidence during disciplinary procedures.