

## Computer Code of Conduct - Students

Last Review:	September 2016
Next Review:	September 2017

As a learner at Loreto College, you have access to extensive computer resources, on the condition that you follow this Code of Conduct when using them. Computer resources are available in the study centres and library, and you may also use computers in classrooms with specific permission from a teacher. When using computers, you must at all times follow the instructions given to you by teachers, library & study centre staff, and technical support staff. If you have trouble understanding any of the rules, you must seek help from a teacher or member of the support staff.

Misuse of computers will lead to disciplinary action. The college will monitor your use of the network, the Internet and your e-mail account. The following rules apply to any use of the college network using any type of device.

### Using your account and e-mail account

- 1) Your college network account and your e-mail account are for your use only: you are not allowed to let anyone else use them. You must keep your password secret. You must log off when you finish work.
- 2) You will be held responsible for anything done on a computer while it is logged in with your user name, and any e-mails sent from your account. You should not send abusive or otherwise inappropriate e-mails using your college e-mail address.
- 3) You may not download or bring in and install software of any type on the network.
- 4) You may not download or upload music files or store them on the network unless they are for the purposes of college work.
- 5) The network is primarily for work use. You must always give priority to people who need to use a computer for work.

### Using the Internet

- 6) Access to the Internet is primarily for work use. You must not visit web sites with the following content under any circumstances
  - extremist websites or extremist material of any kind, such as referred to in the Prevent Duty Guidance
  - inappropriate material for a college environment, i.e. 'adult' material
  - material promoting illegal activities including hacking
  - games of any type
  - sites designed to override or bypass College security and monitoring systems
- 7) You must follow copyright regulations. This means you must consider copyright rules when using text, images, sound or video files from the Internet.
- 8) You must not use the college network to access, display, print or distribute slanderous, libellous or knowingly untruthful information, or illegal material. You must not use computers or the Internet, on or off site, in a way which causes distress to other members of the college community, or brings the college into disrepute.

### Misuse of the network

- 9) You must not use college computers to attempt to gain unauthorised access to computers inside or outside of college (hacking.) This is against the law, even if your intentions are not criminal and you do not do any damage.
- 10) You must not use any method to attempt to override or bypass network monitoring systems.

### Respect for the college environment

- 11) You must follow health and safety regulations while using computers. In particular, you must not eat or drink near a computer.
- 12) You must treat college computers with care, in accordance with the college code of respect. You must not remove any pieces of hardware, attempt to alter or mend any piece of hardware, or vandalise computer equipment in any way. You may not connect your own computer equipment to the network without permission

from the network manager. The only exception to this is external storage devices (such as data pens) for the purposes of saving work or listening to music.

13) You should avoid wasting paper and ink by not printing unnecessarily.