



# CODE OF CONDUCT FOR COMPUTER USERS

## LEARNER AGREEMENT

The College's computing resources are provided to enable staff and students to complete coursework, projects, research, College related tasks and generally encourage wider knowledge and understanding of IT and its uses.

These resources are provided on the understanding that they are not misused, or used to offend harass anyone else, either within or outside the College. They should not be used in any way which will interfere, disrupt or prevent anyone else legitimately using these resources.

### Code of Conduct

- Only College approved software may be used or installed on College equipment. Non-College software must not be used on College equipment.
- All password/user identification must remain confidential and the Learner is responsible for their use.
- Access to other user's areas/files/materials is only permitted:

Where Learners have prior permission to work together on coursework/assignments and projects

Where learners have prior permission from a member of staff to access such areas, files and material

- Learners must log-off their machines after use.
- No equipment should be moved or tampered with, this includes:
  1. Relocation of computer equipment, peripherals or leads
  2. Connection of computer equipment and peripherals
  3. Tampering with pre-set characteristics of any equipment
  4. Removing or dismantling of any part, screens, monitor, guards or leads

- Copying or storing of software and copyright materials is prohibited on the College systems
- Eating and drinking in any computer/IT facility is prohibited
- The accessing or reading of offensive material through the INTERNET and Email etc. is prohibited and the College reserves the right to monitor any such activity
- The accessing of the Internet and Email must support the learner's studies at the College

## Good Practice

Users are responsible for their own data. The College accepts NO responsibility for loss or corruption of user data – work should be backed up to a suitable medium or a hard copy should be taken.

All personal data stored to a computer storage device is subject to the Data Protection Act (details can be obtained from the College Administration Manager)

Learners should ensure work is proof read before printing.

Staff (Teaching and Support) have the right to question, at any time, the use of computer hardware and software.

General tidiness must be observed at all times, particularly with regard to:

- Waste paper (use the recycle bins provided)
- Equipment
- Leads
- Bags and other personal property

Users of computer facilities who comply with the spirit of this code will recognise the benefits in their learning experience and services we provide. However, those who do not comply and abuse the computer facilities can expect to be subject to disciplinary action as outlined in the student diary.

### I agree to abide by this Code of Conduct

**Signed**.....

**Print Name**.....

**Date**.....

**Course programme**.....