

# Internet Acceptable Use Policy



## College Computer Acceptable Use Policy for Learners

Policy for using college computer services

- Be aware that your treatment of college computer services is supervised, and your screen can be captured at any point, so only use them for your studies
- Do not eat or drink in computer areas
- Leave areas tidy when you leave
- Do not change any of the system settings
- Report any faults to a member of staff
- Do not install any software
- Do not make copies of any software
- Do not try to open any materials that are not linked to your studies

## Policy for using the Internet in college

Only use the Internet to search for materials that are linked to your studies

The Internet must not be used for:

1. Downloading illegal, offensive or obscene material
  2. Creating websites that are obscene, defamatory, infringe copyright, infringe personal liberties or promote extreme political views
  3. Creating commercial websites
  4. Opening any email service or chat rooms except college email
  5. Downloading program files, including gaming software or media files (unless this is part of your studies and your tutor has given consent)
  6. The downloading of any form of 'virus' software
- If you use the college's 'Personal Web Space' make sure you meet all these terms
  - You must not send any offensive messages by college email
  - If you send attachments to an email it must be under 10Mb in size
  - The college is not responsible for what you send in emails, and can pass on your details to a suitable authority if anyone complains about an email you have sent

## Policy for using the college's network systems

- You can store up to 200Mb in your personal folder
- Do not log on to anyone else's account, access their files / emails, or destroy, copy, alter or move anyone else's files
- Only access your own folder on the network
- Do not change any access rights to folders on computers or network areas

## Agreeing to this policy

- When you first log on to college systems you are asked to accept the College Acceptable Use Policy (AUP)
- It is important that you understand your responsibilities, so if you are ever unsure about what is allowed always ask a member of staff
- Abusing the college's computer services can result in disciplinary action including losing your place in college and the passing on of your details to a suitable authority