



## South Gloucestershire and Stroud Code of Practice for Learner Computer Use

South Gloucestershire and Stroud College expects all learners to use the computer network and software resources provided responsibly. All members of the College are subject to the following conditions of use. You must read and accept this code of practice before using any computer equipment. Any breach of the following terms and conditions of use may result in disciplinary action.

1. You must not try to use any computer without permission or try to alter or delete work belonging to other people.
2. You are responsible for any misuse of your computer account, even if it is by someone else.
3. If you think someone else knows your password you should change it immediately.
4. College IT facilities are only provided for college business or course-related activity, not for personal use.
5. You must not store any computer games, personal music or movies on any college computer or network space.
6. You must not tamper with IT equipment, delete software, or carry out any activity that may prevent others from using the equipment.
7. Food and drink are not allowed near computers or other IT equipment.
8. When using the Internet you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material. **All Internet access is logged and monitored by user name.**
9. You must not try to install or download any software that has not been provided by the College.
10. You must not try to bypass the college's content filtering software which is there to protect you and our network.
11. You must not make any use of the Internet that would bring the name of the College into disrepute.
12. The College accepts no responsibility for problems caused by loss of service or for damage to files and data. It is your responsibility to ensure essential files are backed up onto USB Flash drive(s) or CDROM.
13. In using information from the Internet or creating web pages you must make sure you do not break copyright law or plagiarise the work of others.
14. Under the terms of the Data Protection Act you must not store any information about any living person without agreement from the College Data Protection Officer
15. You should not put any unlawful information onto any system.
16. You must follow any local IT guidelines around the College, e.g. about printing or file management, as explained by College staff.

**If you do not understand any of these conditions please ask a member of staff for advice.**

I agree to abide by the above terms and conditions.

Name: .....

Signature: .....

Date: .....

Tutor: .....

Course: .....