

ICT POLICY

Use of the Internet

- Permission is required before installing, attempting to install or storing programs of any type on the computer.
- The computer is only to be used for educational, learning and research purposes.
- All files brought in on removable media must be checked for viruses and only used if they are found to be clean.
- Any additional equipment that may be linked to the computer must be checked to be free and clean from viruses.
- Always be wary of revealing your home address, telephone number, school name, or picture to people you meet on the internet
- Using chat rooms or similar services is forbidden.
- Committing the College to purchase or acquire services or goods without proper authorisation is forbidden.
- Be mindful of others using computers ensuring you do not harass, harm, offend or insult.
- Do not attempt to by pass any security on the system as this may put you and your work at risk.
- Computer use may be monitored and reviewed by appropriate staff members to ensure correct and appropriate use of the system.
- Accessing the internet should only be for College purposes.
- Only access suitable material. Use of the internet to obtain, download, send, print display or otherwise transmit or gain access to materials which are illegal, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the College as well as other students and staff and abide by copyright laws.
- You should not meet with anyone contacted through the internet. People you come into contact with via the internet are not always who they seem.
- Food and drink must not be placed near or on the computer desk



Communicating via email

- Be courteous and polite. People may have different views from your own.
- Strong language, swearing or aggressive behaviour is not permitted.
- Only open attachments that come from recognised sources who you can trust. Often attachments contain viruses that can infect the system.
- Any email received that contains material of a dangerous, violent, racist, sexual or inappropriate content should be reported to a member of staff immediately.
- The sending or receiving of an email containing content likely to be unsuitable for children or colleges is strictly forbidden

Mobile Phones

Phones are to be switched off whilst in College and only used in breaks or in an emergency.