

LEARNER ACCEPTABLE USE OF INTERNET AND COMPUTER NETWORK POLICY

This document is intended to clarify your responsibilities when using the College Internet and computer resources. Basingstoke ITEC provides computer resources to support you with your studies. Typical activities may include word processing, Internet research, e-learning, and using software related to your course of study. Web-based communication tools, including email are permitted, provided you do not breach the prohibited activities listed below.

Your use of ITEC's computer facilities must comply with current legislation. This includes the Data Protection Acts 1984 and 1998, the Copyright, Designs & Patents Act 1988, and the Computer Misuse Act 1990.

You must not

- create, store, exchange, display, print, circulate or download offensive material (or material likely to cause annoyance, inconvenience or needless anxiety) in any form or medium (including abusive email, pornographic material as well as anything that depicts violence or goes against ITEC's equality and diversity policy.
- the use of social networking sites is only permitted during breaks. Any comments posted on these sites which directly affect a colleague or member of staff will be treated as a serious breach of your learning agreement.
- violate the privacy of other users nor harass others with unwanted email of any description.
- deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility, nor take deliberate action to circumvent any precautions taken or prescribed by the College to prevent this.
- copy, examine, amend or delete the data or data structures of other users.
- change the default settings on software unless directed to do so by a member of staff.
- download and install new software unless directed to do so by a member of staff.
- use the College resources for commercial gain or deliberately attempt the unauthorized access to facilities or services accessible via the computer network.
- deliberately disclose your password to other users

Notwithstanding any of the above, you must not engage in any activity that may bring the College into disrepute.

Consequences

Any breach of this Policy will be subject to the ITEC Learner Disciplinary Procedure
Any illegal activity will be reported to the relevant authority.

It is not possible to anticipate every instance of activity likely to contravene this Policy. If you are in any doubt whether your proposed activity is permitted, then you should first seek further guidance from a member of staff