



Rules and Guidelines for using the College Computer Systems

In order to use the computer equipment and local area network at Launceston College you must abide by the regulations set out in this document.

Within this document "the College's computer systems" means:

- Any of the computers in College whether connected to the network or stand alone.
- Any equipment connected to the network or to those computers.
- Any software installed on College computer equipment.
- Any user accounts stored on College computer equipment.
- Any data stored on College computer equipment.
- Any mobile device owned by the College (Such as a smartphone or mobile device)
- Any internet connection or email connection provided by the college.
- Any other ICT services provided by Launceston College such as the VLE, the College Website or the Guest wireless network (Mobile).

Terms and Conditions

1 Personal Responsibility

As a user of the College's Computer Systems, I agree to act responsibly when using any of these systems.

I understand that under the Computer Misuse Act 1990 it is a criminal offence to tamper with a computer system that does not belong to me. This includes trying to alter the settings of any network or computer system, 'hacking' into any system, copying programs in breach of copyright, or installing/running software for which the College does not have a licence. I realise that anyone misusing ICT facilities may be suspended from using these systems in accordance with the sanction chart contained in the College E-Safety Policy.

For my personal safety:

- I understand that the ICT Technical Team will monitor my use of the ICT systems, email and other digital communications
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password
- I will immediately report any illegal, inappropriate or harmful material or incident to the E-Safety Coordinator or email esafety@launcestoncollege.uk
- I will report any accidental breach of the guidelines contained in this document to the E-Safety Coordinator or email esafety@launcestoncollege.uk

2 Acceptable and Unacceptable Use

Acceptable Use

Use of the College's Computer Systems must be in support of education and research in accordance with the educational goals and objectives of Launceston College.

Use of online resources such as Internet websites and e-mail must comply with the rules appropriate to those networks or resources.

Unacceptable Use

The College's Computer systems may not be used for any of the following:

- a) the creation, download or transmission of any offensive, obscene or indecent images, text, data or other material, or any data capable of being resolved into obscene or indecent images or material,



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- b) the creation, download or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety including cyberbullying. Cyberbullying is when one person or a group of people aim to threaten, tease or embarrass someone else by using a mobile phone, the internet or other technologies.
- c) the creation, download or transmission of defamatory material, including the use of mobile phones to send or record humiliating and abusive text or video messages. This includes anonymous text messages, sharing videos or photographs of other members of the college community.
- d) the download or transmission of any material in violation of any United Kingdom or other national laws: this includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by other laws,
- e) deliberate activities with any of the following characteristics:
 - the use of proxy servers to circumvent the college's filtering systems
 - wasting staff effort or networked resources, corrupting or destroying other users' data
 - violating the privacy of other users' data
 - disrupting the work of other users
 - using the College's computer systems in a way that denies service to other users
 - other misuse of the College's computer systems, such as the introduction of 'viruses'

In accordance with school policy access to chat and social networking sites is strictly forbidden

Use of the College's Computer Systems for private profit is not acceptable.

I understand that illegal activities of any kind are strictly forbidden.

3 Sanctions

I understand that violations of any of the rules mentioned in this document may result in a temporary or permanent ban from the College's computer systems and/or from the Internet/e-mail.

Additional disciplinary action may also be taken in accordance with the College's E-Safety Policy.

Generally Accepted Network Etiquette

I understand that I am expected to comply with the generally accepted rules of behaviour whilst using the College's Computer System, e-mail and the Internet. These rules include, but are not limited to, those below.

- Politeness - I agree not to send or encourage others to send any abusive messages. I understand that if I receive any messages, graphics or e-mail that upset me I can forward them to (esafety@launcestoncollege.uk) so that disciplinary action can be taken against the sender.
- Chain letters - the creation/forwarding of chain letters is strictly forbidden.
- Language - I understand that I am a representative of the College, using a system that can be viewed by anyone. I agree not to swear, use vulgarities, or any other inappropriate language.
- Privacy - I must not reveal any personal information, address or phone numbers of myself or others.
- Passwords - I must keep my password a secret and change it regularly.
- Electronic Mail - I understand that electronic mail (e-mail) is not guaranteed to be private. I understand that any illegal activities may be reported to the authorities.



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4 Services

I understand that whilst College staff will endeavour to maintain all systems and back up data, the College makes no warranties of any kind whether expressed or implied, for the network services it is providing. The College will not be responsible for any damages suffered whilst using the College's Computer Systems. These damages may include loss of data, non-deliveries and mis-deliveries of data, service interruptions caused by any of the systems or any other damage caused by student errors or omissions. Use of any information obtained via the LAN and other systems is at the user's own risk. The College accepts no responsibility for the accuracy of information obtained through its electronic services. Whilst every effort will be made to keep the College systems virus free, the College accepts no responsibility for any virus transferred to a third party computer.

5 Security

I understand that any user who is identified as a security risk will be denied access to the College's Computer System. I realise that security is an important issue and if I identify a security problem I will tell a member of ICT staff at once.

6 Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or any other networks that are connected to the system. This includes, but is not limited to, damage to the PC or its peripherals, (including the keyboard, mouse, mouse-mat and cabling), any of the College's printers or scanners.

The uploading or creation of computer viruses is a criminal offence; anyone introducing a computer virus to any of the College's systems will be dealt with severely and the appropriate authorities will be notified. I understand that any vandalism will result in the loss of computer services, disciplinary action and legal referral. I understand that no software may be downloaded or bought in and used on any of the College's Computer Systems.

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