



**ST MARY'S
COLLEGE**

Student Policy for Responsible Computer Use

The school has computers & Internet access to help our learning; the rules below will keep everyone safe & help us to be fair to others. This code of conduct is not intended to be exhaustive. At all times you should use the resources in an appropriate & responsible manner.

- 1) **Only access the computer system with your own login & password (do not tell anyone else your password). Your account, & any actions performed by it, are your responsibility.**
- 2) **Always logout when you leave your computer (even if it is only for a short time) as people may tamper with your account.**
- 3) **Do not access or interfere with other people's files without their permission.**
- 4) **Only use the computers for school work & homework; the playing of games are not permitted & take up valuable resources that are needed by others.**
- 5) **Do not remove or intentionally damage any item of equipment within computer suites. Any damage found must be reported immediately.**
- 6) **Food & drink are NOT allowed into any of the computer suites.**
- 7) **Do not unplug or reconfigure any of the computer equipment.**
- 8) **Your use of the computers is logged & may be randomly monitored to prevent inappropriate behaviour.**
- 9) **If a class is being taught in a room, please check with the teacher before using any spare computers.**
- 10) **Please note that the school may check your computer files & delete any inappropriate material found. Any offensive material received must be reported immediately (in confidence) to the IT Helpdesk.**
- 11) **The college creates a backup each night of any files stored in your network area. If your work becomes lost or corrupt, contact IT Helpdesk.**
- 12) **All of the school's computers are installed with anti-virus software which is regularly updated. Do not try to tamper with this software as it is there for your protection.**
- 13) **Treat others as you would expect to be treated, e.g. show respect & be polite in all your activities whilst using the school's facilities. Abide by the college's anti-bullying policy at all times; threatening or annoying behaviour (or behaviour designed to incite hatred) will not be tolerated & must be reported to a member of staff.**
- 14) **Respect copyright & do not plagiarise others' work; abide by the college's policy on the use of copyright material.**
- 15) **Activity that threatens the integrity of the college IT systems, or activity that attacks or corrupts other systems, is forbidden.**
- 16) **The school retains the right, at its own discretion, to ban any individual who infringes the above rules from using the school's computer system.**

Failure to follow the code may result in loss of access, & further disciplinary action could be taken if appropriate. If applicable, external agencies may be involved (certain activities may constitute a criminal offence).