



St. Mary's College Student Policy for Responsible Computer Use

The school has computers and Internet access to help our learning; the rules below will keep everyone safe and 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 and responsible manner.

- 1) **Only access the computer system with your own login and password (do not tell anyone else your password). Your account, and 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 schoolwork and homework; the playing of games takes up valuable resources that are needed by others.**
- 5) **Do not remove or intentionally damage any item of equipment within the computing rooms. Any damage found must be reported immediately.**
- 6) **Food and drink are NOT allowed into any of the computing rooms.**
- 7) **Do not unplug or reconfigure any of the computer equipment.**
- 8) **Your use of the computers is logged, and 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 and delete any inappropriate material found. Any offensive material received must be reported immediately (in confidence) to the ICT Support team in F3.**
- 11) **The college creates a backup each night of any files stored in your network area. If your work becomes lost or corrupt, contact ICT support in F3.**
- 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 and 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, and must be reported to a member of staff.**
- 14) **Respect copyright and 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 ICT 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, and further disciplinary action could be taken if appropriate. If applicable, external agencies may be involved (certain activities may constitute a criminal offence).