



St. Mary's College Student Policy for Acceptable Use of e-Learning Resources

Access to Internet, e-mail and to Learning Platforms will be provided for you to conduct research, communicate with others, and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use the e-Learning resources in an appropriate and responsible manner.

- 1) **All Internet access must be supervised (a member of staff must be in the room), and should be based on an educational activity.**
- 2) **Use of the network to access or store inappropriate materials such as pornographic, racist or offensive material is forbidden. Any offensive material received must be reported immediately (in confidence) to the ICT Support team in F3.**
- 3) **Be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information (or images) about yourself or others to anyone over the Internet. You can never be sure who people really are over the Internet. Never arrange to meet strangers who approach you whilst on the computer.**
- 4) **Use of the computer system / Internet for personal financial gain, gambling, political purposes or advertising is forbidden.**
- 5) **Downloading of software from the Internet by students without permission from a teacher is strictly forbidden.**
- 6) **Users are responsible for all e-mail sent and for contacts made that result in e-mail being received. Posting anonymous messages and forwarding chain letters is forbidden.**
- 7) **Do not open e-mails from people you do not recognise, and never open an e-mail attachment (unless you are expecting it, as these can contain viruses).**
- 8) **Internet Chat Rooms can only be used as part of an approved educational activity.**
- 9) **The use of Instant Messaging services or programs is prohibited.**
- 10) **The college's Internet is filtered to help prevent access to inappropriate content. If you cannot access an Internet Website that is required, please contact ICT Support using the "Blocked Website Request" form on the front-page of the college's Intranet.**
- 11) **Be aware that your actions on the Internet, when using e-mail and in the e-Learning Platform, can be seen and monitored and will be logged.**
- 12) **Activity that threatens the integrity of the college ICT systems, or activity that attacks or corrupts other systems, is forbidden.**

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).