

IT USER CODE OF PRACTICE

The User Code of Practice ensures that the IT facilities offer a pleasant working environment, are efficient and effective for all users and are operated within the law.

When you first use the college computer systems you will be presented with the information below which is what you will need to accept by choosing OK before you can use the computer.

This computer system is the property of Central College Nottingham and is for authorised use by staff, learners and designated contractors only.

Anyone using the College's computer systems should not expect any information stored or content viewed to remain private.

Any use of the system and / or files stored may be intercepted, monitored, recorded, copied, reviewed and shared with relevant staff as required under various acts of law including but not limited to:

- Data Protection Act 1998
- Communications Act 2003
- Malicious Communications Act 1988
- Computer Misuse Act 1990
- Counter-terrorism and Security Act 2015
- Prevent Duty 2015

By logging on to this system, you consent to such interception, monitoring, recording, copying, reviewing and sharing with relevant staff, taking place. Unauthorised or improper use of this system may result in disciplinary and/or criminal action.

By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

In addition to the above all users are asked to observe the following:

- ☺ Please use your computer for academic work
- ☺ Please feel free to use any of the available software on your desktop. All of this software is licensed – we are legally bound not to download any other software – whatever the source.
- ☺ To comply with Copyright law, no software is allowed to be copied from College computers as this breaks the term of our licence. Student discounted software can be bought eg
http://www.software4students.co.uk/Microsoft_Office_Standard_2007-details.aspx
- ☺ Please recognise there may be incompatibilities between College software and the software you use at home or in the workplace eg if you have Office 2010 at home save as an appropriate document type to ensure it will open in College.
- ☺ Changing your or another user's desktop can cause operational problems and you may lose access to our systems. If you need to change your desktop in order to support your learning you need to discuss this with Student Support.
- ☺ We want you to be healthy and safe. No food or drink, including chewing gum, is allowed in any computer facility – spilt drinks can cause electrical shorts and food in the keyboard encourages bacteria!
- ☺ Please look after our equipment. Protect yourself and other users by not moving or tampering with equipment unless authorised by a member of staff.
- ☺ Playing computer games is not allowed unless it is an agreed part of your lesson. Other website guidance is given in the Internet Code of Practice.
- ☺ Please put your mobile phone on silent – be considerate of other users.
- ☺ Please "Think Green!" by not wasting paper and toner.
- ☺ Please leave rooms better than you found them!

Please note:

- ☺ The theft of equipment or consumables is a disciplinary offence.

☺ The sending of offensive Email will be dealt with most severely and will result in the loss of the facility.

☺ Unauthorised use of a login name will result in the loss of IT entitlement.

Please comply with this Code of Practice or it may result in the loss of your IT entitlement. Observing this Code of Practice and helping us to maintain the operational effectiveness of the IT facilities.

