

Harlow College ICT Code of Practice for Students

You must read the ICT Code of Practice below and sign to say that you agree to abide by it. You will be expected to work within the Code at all times. If you do not you may put your success on your course at risk.

If you are not certain if what you are doing breaks this agreement, then ask your tutor.

Code of Practice

You will:

- Avoid any behaviour likely to be a health and safety hazard
- Save all work in your network home directory (H: Drive) and keep your own back up files
- Avoid opening files from a USB memory stick to edit, but copy files to H: drive, edit them, and then copy them back to the memory stick
- Save all files with meaningful (*clear*) names so that any lost files can be found easily
- Log off when leaving a work station, no matter how short the period

You will **not**:

- Send any offensive or bullying messages
- Use a mobile phone unless given permission to do so
- Give your password to anyone else to access a computer or use somebody else's password to access a computer
- Copy another student's work or allow your work to be copied. Copying will result in disciplinary action against all students involved
- Print any work that has not been carefully checked on screen first
- Store non-course related files on the college network
- Install/download any games, screensavers or music files
- Surf the web unless this is course-related
- Access social networking sites or chat lines
- Access pornographic websites or download offensive material
- Access e-mail in lessons unless with the permission of your tutor
- Use web/e-mail facilities for spamming, bullying or other illegal activities
- Bring the college into disrepute through improper use of social networking sites or web access of any kind
- Consume any food or drink in an ICT room, except plain water stored in a closed bottle

You must sign below to indicate that you have read this Code of Practice and agree to abide it.

The signed copy will be stored by your Learner Mentor or the teacher/assessor for part-time and WBL students.

Student Name: (Print)

Student Signature:

Date: