

Student IT User Agreement



St John Rigby College, as part of its commitment to supporting your access to learning resources, provides a range of IT facilities. This user agreement extends to communications and usage of all electrical devices, both within and outside of the College.

Please read the following, ensuring that you understand and agree to all of the conditions, then sign to show your acceptance of them.

I will:

- only use the College facilities for educational purposes
- treat all College equipment and services with care and respect
- keep my username and password confidential
- report any misuse of the College network immediately to a member of staff

I will not:

- bring the College into disrepute
- attempt to access other users' network accounts or email or infringe the privacy of data/information about other users in any way
- access or use websites that contain or display inappropriate, extremist or indecent material
- access chat rooms or on-line games
- make audio or video recording of others without their express knowledge and agreement
- post comments or live stream to the internet or social networking sites that contain, or refer to, images or recordings of students, staff, visitors or others that are likely to cause distress, or that contain derogatory remarks, bully, harass or intimidate any other person
- use inappropriate language, for example: swearing, discriminatory comments
- send an excessive amount of e-mail, or take part in "spamming"
- participate in online trading, or advertise goods and services
- attempt to hack or gain access to restricted areas on the College network or network equipment
- attempt to disrupt network performance
- attempt to load any software onto College devices
- knowingly introduce computer viruses or other malware to the College system

I acknowledge that:

- the College may check my computer files and emails, and records my internet browsing and email correspondence
- the Office 395 account provided for me remains the property of the College
- the Office 365 account will be disabled at the end of September after I complete my courses and will be subsequently deleted

Use of Own Device whilst in College

In addition to the above:

- I take full responsibility for my device and understand that the College is not liable for any loss, damage or corruption of data, or for the physical security of the device
- I am responsible for ensuring there is adequate insurance cover for any device I bring into College
- I understand and agree to the College inspecting my device if there is reason to suspect that it has been used inappropriately
- I accept that misuse of my device may result in it being temporarily confiscated
- I will not leave my device charging unattended, or use a charger that is not specifically designed for the device
- I will not use my device in a way that is distracting to either students or staff or in a way that disrupts learning

Declaration

- I have read, fully understand and agree to abide by this Agreement and I understand that if I do not comply with all aspects I may be subject to the College Support and Disciplinary procedures. In serious cases the police or other bodies may be involved.

The College has the power to intervene (Educational & Inspection Act 2006) and to invoke disciplinary action where such activity occurs on, or off, the College premises.

Signed:

Print name:

Date: