

Student IT User Agreement



As a student at St John Rigby College you will be expected to adhere to the following points. This Agreement covers any IT related activity when you are in College, when you are not in College, using College provided equipment/systems or any social media application.

Please read the following, ensuring that you understand and agree to all of the conditions, then sign to show your acceptance of them. Note: The College will not tolerate any infringement of the points below.

I will:

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

I will not:

- 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
- attempt to access other users' network accounts or email or infringe the privacy of data/information about other users in any way or imitate other users using email, text or when posting to social media
- send an excessive amount of e-mail, or take part in "spamming"
- access websites or social media that contain or display inappropriate material* or post such material
- make or share images, audio or video of others without their express knowledge and agreement
- post comments or live stream to the internet, MS Teams or social networking sites (whether public or private) that contain, or refer to, images or recordings of others that are likely to cause distress, or that contain derogatory or remarks or attempt to bully, harass or intimidate any other member of the College community
- use inappropriate language, for example: swearing, discriminatory comments when using College systems
- bring the College into disrepute
- access chat rooms or on-line games
- participate in online trading, or advertise goods and services

*Includes but is not limited to racist, homophobic, transphobic, misogynistic, extremist or indecent material

I acknowledge that:

- the College may check my computer files, College email and records of my internet browsing
- the Office 365 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:**