



# **Use of IT and Computer Facilities Policy**

## **Greenhills Community College Further Education**

### **Specific Regulations for the Use of Computer Facilities**

1. Before a learner commences work at the PC, he/she should check that the machine is in full working order. Any machine malfunctions should be reported immediately to the staff member in charge or else the learner may be held responsible. Learners will be held responsible for unreported damage, including defacing of the computer at which they are working.
2. Destruction of any files on the hard disk of any of the machines will result in the learner's access privilege being withdrawn.
3. Learners should not delete files or introduce unauthorised software. As computer viruses are a continuing problem, learners are forbidden to introduce new programs and files on to computers.
4. The consumption of food, drinks, gum, etc. is strictly prohibited in any of the computer rooms.
5. All unwanted printouts should be placed in the bin provided. Learners should not be wasteful with paper. Initially, learners will not be charged for paper or toner. However, the College reserves the right to charge if the need arises.
6. Learners should not interfere with files, system settings, set-up configurations, or in any way with the workings of computers.
7. Copyrights on software should be respected. Learners are not permitted to copy software from College computers.
8. Learners should not jeopardise the integrity of any computer equipment, systems, networks, programs, or any other stored information.
9. The College authorities reserve the right to monitor the use of all email and Internet services within the College.
10. It is not permitted to use College email and/or other Internet services for the access or transmission of material offensive to race, colour, creed, religion or sex.
11. Students are not allowed to interfere with the college printer, including loading paper and changing printer settings, which may only be carried out by the Teacher.
12. Internet use for playing games, accessing, transferring or displaying pornographic or other offensive material is strictly forbidden. The access, display, etc. of such material may be viewed as sexual harassment and as such will be considered a very serious breach of College Rules and Regulations. The "chat room" feature of the Internet may not be accessed at any time. Unauthorised access of the Internet during scheduled class times is not allowed.
13. If a learner is aware of the misuse of facilities, it is in everybody's interest to report this in confidence, to a staff member.

**In summary, Greenhills College's computer systems may not be used for any of the following:**

1. The creation or transmission of offensive, obscene, or indecent material.
2. The creation or transmission of material that is designed, or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material or the distribution of computer viruses.
4. The transmission of material that infringes copyright.
5. The transmission of unsolicited commercial or advertising material to other users.
6. Deliberate unauthorised access to facilities or services via the Greenhills College computer system.

**Learners may not:**

- Use another learner's computer account.
- Corrupt or destroy other users' data.
- Violate the privacy of other users.
- Disrupt the work of other users.
- Use Greenhills College computer systems in a way that denies service to other users.
- Use Greenhills College computer systems or networked resources to introduce viruses.

Breaches of acceptable practice in the use of the College IT facilities by a learner may merit immediate exclusion from the College.

### **Greenhills College IT and Network Users Policy**

*(Policy on Computer use for all staff and students)*

Users found in breach of this Policy shall be liable to School and in some cases, external disciplinary procedures. The primary objective of the Greenhills College computer and network resources is to enhance and support its educational, training and other services. These resources include hardware, software, user accounts, local and wide area network facilities as well as services accessed via the Internet. The School encourages its staff and students to use these resources in a manner that will facilitate their work and educational use. Computer and network resources are powerful enabling technologies for accessing and delivering information and knowledge. As such, they are strategic technologies for the current and future needs of Greenhills College. Because these technologies give individuals the ability to access and copy information from remote sources, users must respect the rights of others, respect the integrity of the systems and related physical resources, and observe all relevant laws, rules, regulations and contractual obligations. These include all existing Greenhills College regulations and policies. This Policy applies to all Greenhills College staff, students and to others who are authorised to use its computer and network resources whether individually controlled or shared, standalone or networked. The Policy

also applies to all computer and network facilities controlled by the College. These include PCs, workstations, servers, communication equipment as well as associated peripherals and software, regardless of whether used for administration, teaching, training, research or other purposes.

### **General Rules**

Existing norms of behaviour apply to computer-based information technology just as they would apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable. Whilst it may be possible to send via the computer network communications, which may be offensive, obscene, or abusive, such behaviour is not acceptable and is prohibited. Likewise, examination of any files on the computer of a colleague or seeking to find unprotected files on a multi-user system is also prohibited. The computer facilities of Greenhills College are for use by authorised personnel only. A username and password will be allocated to each student or member of staff. These are for the exclusive use of the person applying for use of the computing facilities. Unauthorised use must not be made or attempted to be made of computing or network resources allocated to another person. The user is both responsible and accountable for all activities carried out under his/her username. The password associated with a particular username must not be divulged to another person. Passwords used must adhere to accepted good password practice. Attempts to access or use any username, which is not authorised to the user, are prohibited. Such attempts may be in breach of the Criminal Damages Act. The School computer and network resources shall not be used to disseminate, view, store or generate pornographic text or images, or any other unauthorised materials such as abusive, obscene, threatening, defamatory, offensive or harassing images or material. Users shall not copy or use material created by others without acknowledgement, or, where appropriate obtain permission from the copyright owner. Users must not jeopardise, in any way, the integrity, performance or reliability of the School's computer and network resources, software and other stored information. No attempts must be made to circumvent data protection schemes, into systems or interfere with the intended operation of the computer and network resources. Users are warned that gaining unauthorised access to data (including programs) and/or interfering with data belonging to others are offences under criminal law. The user undertakes to comply with the provisions of Data Protection and other relevant legislation. It is not permitted to use computer and network resources for inappropriate purposes, which include but are not limited to the following activities:

- Knowingly destroying the integrity of computer-based information
- Compromising the privacy of others
- Granting another individual unauthorised access to your computer account, or attempting to access another individual's computer files
- Causing offence through the use of the College's computer system to another individual or discriminating on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveller community.

### **E-Mail**

E-mail is primarily provided for educational, research and administrative purposes. It is not to be availed of for commercial purposes or personal financial gain. Users must not send

messages, including attachments, which are abusive, obscene, threatening, defamatory, offensive, or harassing. It is the responsibility of users who receive such messages to report them to the IT Co-ordinator prior to deleting them. The College accepts no liability for lost or deleted e-mails. Users must not send anonymous e-mails. Policy Enforcement Users should report any suspected abuse of computer and network resources, or any unpleasant material or e-mail that may come to their attention as well as any suspected damage or problems with files. Users when requested are expected to co-operate with the IT administrator and/or other authorised staff in any investigation of system abuse. The College reserves the right to examine any files held on its computer systems. Any staff or student found to be in breach of this Policy shall be liable to serious disciplinary action in the case of a staff member and suspension or expulsion in the case of a student. This document is subject to regular review and will be re-issued when revisions are necessary.