

Use of College Computer Equipment

By using our facilities you agree to take all reasonable steps to protect College computer equipment from attack or disruption from 'viruses' or other software physical attack, such as unauthorised disassembly, configuration or theft of hardware and to protect the College from liabilities arising from the use or dissemination of unlicensed, 'cracked' or duplicated software, pictures, sounds or any other data which you ask us to store for you.

Data and Programs

You must not load or copy any software from or to College computer equipment. In particular the use of 'file sharing' software (such as Kazza, Morpheus, Napster, etc.) is prohibited under all circumstances. Also, games software, MP3 and other music files, ActiveX components, Java applets and applications, scripts, Shock-wave and other plug-ins, screen-savers, wallpaper and any other downloadable images and content from the Internet, a CD-Rom or floppy disk are not permitted to be installed, played or accessed on College computer equipment, unless a member of staff has given you express permission to do so for a planned activity or assignment. You may save your College work to USB flash drive or floppy disk for backup and for taking work home.

You are not permitted to change the wallpaper, screen saver, resolution settings or any network or Internet settings of a College computer. Chat systems such as MSN Messenger and Yahoo are blocked within the College.

Stored work is private, please do not attempt to gain access to other users' personal file storage space. Viewing of non-course related screen content may be allowed at the discretion of your tutor or College employee. It is a condition of our provision of service that you cease any activity if requested by a member of staff. We reserve the right to withdraw services without notice if you fail to do so when requested. Internet access is monitored and recorded and certain sites which are not academically relevant or appropriate are blocked.

The College will take all necessary steps to safeguard your personal data on a yearly basis. However we do not guarantee that your data will be safe in any event and we cannot be held responsible if you lose or delete your work or fail to save your work in the storage space allocated to you.

Please be aware that should it become necessary to do so the College has the right to examine content of documents created or viewed while you are here, including personal email and 'chat'.

College equipment may not be used for the production or publication of printed material that is not explicitly College related. Print runs of more than 20 pages must be agreed in advance with a member of College staff. Multiple copies must be photocopied, not printed.