

Student Code of Conduct

- 1) You will be allocated an exclusive user name and password in order to use the IT resources that the College provides. As a student you are responsible for all activities carried out under your user name. Therefore you must not divulge your password to any other person.
- 2) You should not deliberately jeopardise the IT facilities provided by the College.
- 3) Accessing, loading or sending any materials deemed offensive will result in disciplinary action being taken. Web site accesses and email content are filtered, and can be traced back to individual users.
- 4) No attempt must be made to examine, copy or interfere with any files belonging to another student or member of staff without their prior permission.
- 5) All students linking to another institution's computing facilities must also abide by that institution's code of conduct.
- 6) Unauthorised copying or loading of software is forbidden.
- 7) The College IT facilities, including the Internet, must be used solely for study related purposes. Students wishing to play games on computers may only do so using the computers in the Student Union.
- 8) Network broadcasting or emailing staff must NOT be used except under lecturer supervision or approval.
- 9) No food and drink is to be taken into an IT suite.

Monitoring the Student Code of Conduct

Monitoring the Student Code of Conduct will take place through observation. If you are suspected of misusing the Internet or other College IT facilities, disciplinary action (as below) will take immediate effect.

The Personal Tutor, Course Tutor and Area Head will be informed and your name will be entered on the Student Suspension List. Students will receive a written warning and be informed of the implications of further misconduct.

Student Discipline Procedure

This procedure compliments the Colchester Institute Student Discipline Procedure and enables staff to respond immediately to misuse of the College Network. Access to the College Network is a privilege.

These procedures apply to misuse of the College Network, not to academic work.

All students have their own user name and password to gain access to network services such as email, Internet and their own private work area. Therefore students are responsible for all activities carried out under their user name and misuse in their area will result in the student disciplinary procedure being applied.

Students sending any emails of an unpleasant, offensive or obscene nature, or sending emails to staff without their prior permission, viewing/downloading any unpleasant, offensive or obscene material will be immediately denied access. The incident will be reported to their Personal Tutor, Course Tutor and Area Head.

If any of the above are reported the student will receive a written warning and the implications of further misconduct are:

- **1st Incident:** Access to the network denied for 3 college days following the day of the incident
- **2nd Incident:** Access to the network denied for 10 college days following the day of the incident
- **3rd Incident:** Access to the network denied