

SGS Berkeley Green UTC IT Acceptable Use Code

SGS Berkeley Green UTC expects all students to use the computer network and software resources provided responsibly. All members of the UTC must comply with the “IT Acceptable Use – Users” Policy and are subject to the following conditions of use. Failure to adhere to this code of conduct may invoke the Profession Behaviour Policy and Procedures.

- You must accept and comply with the “IT Acceptable Use – Users” Policy.
- You must not try to use any computer without permission or try to alter or delete work belonging to other people.
- If you think someone else knows your password you should change it immediately.
- UTC IT facilities are provided for UTC business or course-related activity only, not for personal use.
- You must not store or introduce any computer games, personal music or movies on any college computer or network space.
- You must not tamper with IT equipment, delete software, or carry out any activity that may prevent others from using the equipment.
- Food and drink are not allowed near computers or other IT equipment.
- When using the Internet you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material (see the Social Media Code of Conduct). All Internet access is logged and monitored.
- You must not try to install or download any software that has not been provided by the UTC.
- You must not make any use of the Internet that would bring the name of the UTC into disrepute.
- The UTC accepts no responsibility for problems caused by loss of service or for damage to files and data. It is your responsibility to ensure essential files are backed up onto USB Flash drive(s) for example.
- In using information from the Internet or creating web pages you must make sure you do not break copyright law or plagiarise the work of others.
- Under the terms of the Data Protection Act you must not store any information about any living person without agreement from the UTC Data Protection Officer.
- You should not put any unlawful information onto any system.

You must follow any local IT guidelines around the UTC, e.g. about printing or file management as explained by UTC staff.

If you do not understand any of these conditions please ask a member of staff for advice and guidance.

I understand and agree to the IT Acceptable Use Code outlined above. I understand that failure to adhere to this code of conduct may invoke the Profession Behaviour Policy and Procedures.

Signed (Learner):

Signed (Parent/Carer):

Signed (Team Leader (Tutor)):

Date:
