



ST DOMINIC'S
Sixth Form College

Student IT and Computer Policy

St Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all of its members based on Christian values, academic excellence and high quality pastoral care.

The type of material you access on the Internet is strictly monitored and filtered by sophisticated software, and disciplinary action will be taken if you are found to be accessing or sending inappropriate or offensive material. The College's Safeguarding and Prevent policies state clearly that accessing or sending offensive, bullying or extremist material is a serious offence. The following rules also apply:

- No food or drink may be brought into any room with Computer equipment
- Computers are for individual use only
- The computers, the Internet and e-mail should always be used for the benefit of your studies and personal development within the College
- Users are not permitted to install or copy software on the College network
- The College computers should not be used for the playing or downloading of recreational material
- No files are to be stored on the College computers that do not relate to your studies
- Offensive words should not be used in any of your computer work, e.g., naming of files
- Any user creating, accessing or distributing obscene or offensive material will be liable to immediate suspension or exclusion. This includes extremist material which contravenes the College's Prevent Policy
- Users are responsible for the security of their password and files and in no circumstances are they to give their password to anyone else
- Logging on using the name of another person is not permitted under any circumstances
- The network administrators have the authority to view any and all of your work and make any alterations deemed fit in line with College aims and objectives
- College computers or monitors must never be unplugged in order to charge mobiles or for any other reason. College laptops or iPads must not be used to charge mobile phones/devices
- College IT equipment, eg. Laptops, iPads, loaned to students must be returned in the same condition as when they were borrowed. The College reserves the right to ask students to replace damaged or list items

- The use of a mailbox or the **stdoms.ac.uk** domain name for offensive or illegal communications which are inconsistent with the ethos of the College, or for business use or financial gain, will result in loss of access and disciplinary proceedings
- The College reserves the right to intercept, monitor and retain any communications addressed to or sent by any person using College email addresses for the purposes of:
 - Investigating unauthorised use
 - Providing evidence of communications which have taken place in relation to the administrative, pastoral and learning goals of the College
 - Ensuring that users are complying with this policy
 - Ensuring that IT systems are working properly

While every effort will be made to ensure the safety of files stored on the network it is the responsibility of each user to save their work.

Sanctions

- Failure to observe these basic rules may result in the use of the Disciplinary Code, banning from the computer network, or suspension from the College.

Printing

- Students are given an allowance of 50 A4 pages each term. Credit for additional printing may be purchased at 3p per sheet.

Taking care of equipment

- Do not try to repair any equipment that belongs to the college always report this to helpdesk
- No USB devices should be plugged in without prior permission given by Teacher or IT department
- Do not tamper or try to modify any equipment that belongs to college – software or Hardware
- If you have signed out for equipment whether onsite/offsite loan it is your responsibility to return to IT department - do not hand to anybody else
- Loaned equipment is not to be left unattended at any time whilst not on site/at home
- Loaned equipment needs to be in a protective case so that screen is not damaged/scratched