

IT CODE OF CONDUCT

This Code of Conduct sets out the principles for the appropriate and responsible use of the College's IT systems and internet services. All learners are expected to uphold these standards at all times.

1. Use of College IT

- Only use IT systems for your learning and college work.
- Be respectful of shared equipment – don't move, damage, or change settings.
- Personal use is allowed **only if** it doesn't affect your studies or others.

2. Internet, Email and Chat

- Use the internet for learning.
- Don't access or share anything rude, offensive, or illegal.
- Use your college email for college work only.
- Check your emails at least once a week.
- Use chat platforms for college-related discussions and respect others.

3. Keep It Safe

- Keep your password private – don't share it.
- Turn on Multi-Factor Authentication (MFA).
- Never use someone else's login.
- Everything you do online may be monitored by the College.

4. Not Allowed

- ❌ Hacking or trying to get into systems you shouldn't.
- ❌ Spreading viruses or downloading harmful software.
- ❌ Cyberbullying or sharing offensive content.
- ❌ Cheating, plagiarism, or breaking exam rules.
- ❌ Taking or sharing pictures/videos of other people unless they give consent.

5. Using Your Own Device (BYOD)

- You can connect to college Wi-Fi using safe, updated devices.
- Don't use jailbroken or rooted phones.
- Use only safe charging cables.

6. Saving Work

- Use Google Drive or college storage to back up your work.
- Your college files are kept for **up to 12 months** after leaving.

Need Help?

Contact the IT Helpdesk if you have a problem or notice something unusual:

📞 01554 748089 | ✉️ helpdesk@colegsirgar.ac.uk

Failure to adhere to this Code may result in the College Positive Behaviour Policy being invoked and possible disciplinary action, including removal from college systems, formal investigation, or criminal proceedings where necessary.

Respect the technology. Protect your learning. Stay safe online.

IT CODE OF CONDUCT

This Code of Conduct sets out the principles for the appropriate and responsible use of the College's IT systems and internet services. All learners are expected to uphold these standards at all times.

USE OF COLLEGE IT

- ✓ Only use IT systems for your learning and college work.
- ✓ Be respectful of shared equipment – don't move, damage, or change settings.
- ✓ Personal use is allowed **only if** it doesn't affect your studies or others.



KEEP IT SAFE

- ✓ Keep your password private – don't share it.
- ✓ Turn on Multi-Factor Authentication (MFA).
- ✓ Never use someone else's login.
- ✓ Everything you do online may be monitored by the College.



INTERNET, EMAIL AND CHAT

- ✓ Use the internet for learning.
- ✓ Don't access or share anything rude, offensive, or illegal.
- ✓ Use your college email for college work only.
- ✓ Check your emails at least once a week.
- ✓ Use chat platforms for college-related discussions and respect others



NOT ALLOWED

- ✗ Hacking or trying to get into systems you shouldn't.
- ✗ Spreading viruses or downloading harmful software.
- ✗ Taking or sharing pictures/videos of other people unless they give consent.
- ✗ Cheating, plagiarism, or breaking exam rules.
- ✗ Cyberbullying or sharing offensive content.



USING YOUR OWN DEVICE (BYOD)

- ✓ You can connect to college Wi-Fi using safe, updated devices.
- ✓ Don't use jailbroken or rooted phones.
- ✓ Use only safe charging cables.



SAVING WORK

- ✓ Use Google Drive or college storage to back up your work.
- ✓ Your college files are kept for **up to 12 months** after leaving.



NEED HELP?

Contact the IT Helpdesk if you have a problem or notice something unusual.
01554 748089 | helpdeskecolesgirgar.ac.uk

Failure to adhere to this Code may result in the College Positive Behaviour Policy being invoked and possible disciplinary action, including removal from college systems, formal investigation or criminal proceedings where necessary.