

## ICT CODE OF CONDUCT for course participants

### Policy aim

This policy is aimed at NILE course participants utilising NILE laptops, printers and WiFi networks on the NILE premises (or at NILE-arranged accommodation) in and outside of course sessions.

This code of conduct is to ensure that ICT equipment and networks are used sensibly, to uphold the safety of the user, other users and NILE property.

### When using NILE laptops and/or networks, you must NOT:

- attempt to access, send, save or display inappropriate, offensive or illegal material or activity
- engage in online bullying or harassment, gambling, political or terrorist activities, or access sexually-explicit materials
- open an unidentified e-mail attachment or link. If you suspect a corrupted link or accidentally open one, please inform a member of staff
- share someone else's personal information (home addresses, phone numbers, email addresses, etc.) with anyone online without their permission
- share images of anyone either directly or online without their consent
- save files or make folders with offensive filenames
- send anonymous messages, chainmail or spam
- write offensive or harmful messages online
- run or attempt to download any program not officially installed on the network. Software requests must go via a member of the NILE Management Team
- try to access parts of the system that are clearly not meant to be available to you, i.e. hacking
- print excessively. Print course-related work only, double-sided where possible, and respect copyright & trademarks. Prints/photocopies should be in black & white where possible.
- intentionally damage resources or equipment

### You must inform a member of staff if:

- you notice anything wrong with any equipment: laptops, printers, etc.
- you receive any unwanted contact online
- you are able to access, or involuntarily view, any inappropriate, offensive or illegal material, of a sexual or other nature.

#### **Please note:**

- all internet access and most ICT activity in general is logged and can be examined at a later date
- all files held on the network will be treated as NILE property
- the security of NILE ICT systems must not be compromised
- harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes or sexual preference will be transmitted. If necessary, we will advise appropriate legal officials of any illegal violations
- NILE reserves the right to request compensation for careless or malicious damage caused to any part of the network or equipment

Failure to follow the code will result in loss of access and further disciplinary action as appropriate. Anyone who does not follow the spirit of the code may be asked to leave their course. When applicable, police or local authorities may be involved.

### **Related NILE policies**

Please refer to the following NILE policies for further information:

- NILE Safeguarding Policy
- NILE Online Safety Policy
- NILE Bullying policy

These policies are available on the NILE website, from any member of the NILE Safeguarding Team, and printed versions are in NILE's offices.

**If you have any questions, queries or concerns, please see a member of NILE staff.**