ICT CODE OF CONDUCT

This code of conduct is to ensure that ICT equipment and networks are used in a spirit of safety and well-being of yourself and others, and to help keep the computer systems in good working order.

The guidance below gives examples of how course participants should use equipment, at NILE and at NILE accommodation. Anyone who does not follow the spirit of the code may be asked to leave their course. The code applies at all times, in and out of course sessions, whilst using NILE or NILE accommodation equipment or networks.

You must not:

- send, attempt to access, save or display offensive messages or pictures or engage in illegal or inappropriate activities. If any such material accidentally appears, you must inform a member of the NILE staff immediately

- share any images, personal information, the home address or personal phone numbers of yourself or other people to persons unknown to you online

- save files or make folders with offensive filenames

- send anonymous messages and chain letters

- open an unidentified e-mail attachment. If you accidently do so please inform a member of staff about the attachment

- use the NILE or NILE accommodation ICT systems for cyber-bullying, terrorist activities, personal financial gain, gambling, political purposes, advertising or accessing sexually explicit materials

- run any program not officially installed on the network, unless requested to do so by a NILE tutor, regardless of what it is for. Attempting to install any computer program is not allowed. Software requests must go via a member of the NILE Management Team

- intentionally waste or damage resources or equipment

- try to access parts of the system that are clearly not meant to be available to you, this is often called hacking

- waste printing resources

You must:

- respect copyright and trademarks. (You cannot copy material without giving credit to the person or company that owns it.)
- only print course related work. Careless or deliberate wasting of paper will result in your printing facility being withdrawn
- inform a member of NILE staff if you notice something wrong with any equipment
- inform a member of NILE Staff if you receive any unwanted contact online

Please note:

- all internet access and most ICT activity in general is logged and can be examined at a later date if needed;

- all files held on the network will be treated as NILE property

- failure to follow the code will result in loss of access and further disciplinary action as appropriate. When applicable, police or local authorities may be involved

- payment will be requested for malicious damage caused to any part of the school network

- the security of NILE or NILE accommodation 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

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