Acceptable and responsible use of IT resources
Computer users - code of practice

The ICT facilities are owned by St. Clare's, Oxford and are made available to students to further their education and should only be used for academic and research purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services. St. Clare's reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

1) Internet access is available through the wireless network once a student's laptop has been registered by the ICT section.

2) You must keep the password to your St. Clare's account secret, do not allow your password to become known to any other person. Do not use someone else's username and password. You will be responsible for any material created and distributed by your username and password. Make sure you log out of any system once you have finished using it.

3) All activities that threaten the integrity of the college ICT are forbidden. These include damaging and stealing hardware, hacking, cracking, deliberate spreading of viruses, manipulating and deleting files other than yours.

4) You are responsible for the content of the e-mails you send.

5) The copyright of materials found on the Internet must always be respected. Students must always ask for permission if they wish to download or upload material. Always remember to acknowledge the source of the Internet material you have cited or copied in your work.

6) You should appreciate that other users may have different views to your own and should avoid the use of swearing or aggressive behaviour and should not state anything that could be interpreted as libel.

7) If students are personally insulted, abused, libelled or bullied on the Internet, immediately report it to a staff member. The school has the responsibility to inform the Internet Service Provider about the issue. The ISP will in many cases be able to trace the sender.

8) Never use the network to access or spread inappropriate materials such as pornographic, racist or offensive text and images.

9) Never reveal your personal details via the Internet, including name, address, and phone number or bank account details.

10) It is the responsibility of the user who connects his/her own personal computer to the St Clare's network to ensure that their equipment is protected against viruses using an up to date, industry standard antivirus software.

During orientation all students will be asked to sign this statement to show that they have read and understood the code of practice and agree to abide by it.

Statement
I understand that a deliberate infringement of any of these rules may lead to stopping my access to the Internet or removing my account permanently.

Full name of user

Signature

Date