Boston College Computer Use and Digital Code of Conduct

boston:college

This code of conduct and practice has been drawn up for the benefit of all users and to ensure that IT department provides you with the highest level of services. While using these services, every user **MUST** observe and help to promote this code in order to create a pleasant working and studying environment for all users. Failure to abide by this code will lead to disciplinary action, according to the College's disciplinary procedures, and may lead to the loss of your computer network account. It may also result in the termination of your course. **This code of conduct will apply whether you are in college or taking part in online learning**

WARNING: Internet usage will be proactively monitored to detect any material promoting terrorism or radicalisation as covered by the Terrorism Act 2006, Counter-Terrorism and Security Act 2015 and the Prevent Duty 2015. Network computers may be remotely monitored by the CSU in the interests of security and in order to ensure that the following rules are adhered to.

THE FOLLOWING PRACTICES ARE PROHIBITED

1. Contravention of Copyright regulations.
2. Downloading or sharing any pornographic, violent or offensive content or media on any College digital platform, including email. This includes as part of your profile picture on College systems, which should only be a likeness of you and not of anyone else
3. Record (video and audio), photograph or screenshot employees, students and/or visitors in remote lessons without their written consent as covered by General Data Protection Regulation 2018
4. Share recordings (video and audio), screenshots and photographs of students, employees or visitors anywhere, including social media platforms, (Facebook, Twitter, Instagram, Snapchat etc) without their written consent as covered by General Data Protection Regulation 2018
5. You will treat all remote lessons as you would an onsite lesson and, therefore will not "Mute" a teacher or other student or "Request Control" of any presentation unless the teacher has told you to do so
6. Interrupting an online lesson. Please ensure you are muted and that you raise your hand and wait for permission to unmute.
7. Connection and disconnection of computer terminals, printers or associated equipment from sockets.
8. Installation of software without permission (chat-lines, games, MP3's, own software etc).
9. Introduction of any software designed to create a security breach on the network (e.g. viruses, hacking software, password catching software).
10. Copying College software.
11. Employment of College resources for private use.
12. Unapproved access to computer system areas.
13. Entry to computer labs without a member of staff present.
14. Reconfiguring equipment and system settings.
15. Placing unapproved executable files into your user area.
16. Accessing or distributing any material promoting terrorism or radicalisation as covered by the Terrorism Act 2006, Counter-Terrorism and Security Act 2015 and the Prevent Duty 2015
17. Any misuse of E-Mail or other online communication such as chain E-Mail or any communication that may be considered as harassment or bullying.
18. Logging on or using the network, except with your own allocated personal user name. If you become aware of another user's login details you will inform that user or a college employee.
19. Permitting other users to have access to your user account (even friends).
20. Leaving a room whilst your workstation is logged on or leaving a room and locking your workstation.
21. Connection of personal equipment to the Boston College Network or computer systems – without approval.
22. Playing computer games, unapproved use of chat-lines and network broadcasts.
23. Vandalism and theft of College equipment.

YOUR NETWORK ACCOUNT

The user account, which is created for you, has a unique login-id. Therefore, any privileges granted to your account are for your sole use only. **DO NOT** let anyone else use it. **YOU** are responsible for all use of your account, it must not be used by other people. You are required to change your password regularly and use good password practices.

HEALTH AND SAFETY

Users are reminded that they should spend **NO** more than 2 hours at a computer workstation without a break;

In addition to statutory health and safety at work requirements, the following practices are **NOT** permitted:

1. Eating and drinking is generally not permitted in IT classrooms. However, in response to social distancing arrangements, where learners do need to eat in these rooms due to poor weather not allowing for the eating of lunch outside, particular care should be taken to move away from computers and devices while eating and drinking.
2. Sitting on computer desks, boisterous behaviour or acting in such a manner which would jeopardise Health and Safety.
3. Leaving bags or any other belongings on computer workstations, users may store bags, etc. underneath the computer desks.
4. Any attempt to rectify any technical or electrical problems. These are tasks to be performed by the technicians only.

Users are expected to tidy the area as soon as they finish their work. There are a number of waste paper bins in all computer rooms.

You will follow the reasonable instructions, based on this Code of Conduct, relevant College policies and from any College employee

AGREEMENT   **PLEASE PRINT IN LEGIBLY IN BLOCK CAPITALS**

I confirm that I have read, understood and agree to comply with the Boston College Code of Conduct and Practice*. I realise that any contravention of these rules may lead to disciplinary action and removal of my right to access the computer network.

Learner First Name ……………………………   Learner Surname (*family name*)…………………………………………………..

Signature ………………………………………..   Date………/…………/………

*(If you are under 18 yrs old you must ensure your parent or guardian is aware of this Code of Conduct)

Course Name/Year……………………………………………   Tutor's Full Name (*Print*)………………………………………………….

Tutor's Signature…………………………………………….   Date………/…………/………