Computer Safe User Policy

Introduction

❖ Computers are provided and maintained for the benefit of all learners that attend Stanfords Training

Learners are encouraged to take advantage of these facilities that are made available to them

❖ To protect the use of these facilities all learners must follow the Computer Safe user policy

STUDENTS MUST Do the following when first using their uniquely set personal user account

❖ Set their password so it is **A MINIMUM OF EIGHT CHARACTERS** in length and consists of a mixture of alpha-numeric (letters and numbers) Passwords must not be set names that can be found within a dictionary an example of a safe password is "Le@D3R411" this style of password follows the guide lines of a password since it utilizes letters symbols and numbers

❖ F or safety reasons it is recommended that students should change their password once every turn to maintain safety

❖ If for any reason a student comes across a virus on the computer system they should report immediately to the nearest lecturer or IT Support

STUDENTS MUST NOT:

❖ Provide other students access to their own accounts

❖ Disclose their passwords to others or use passwords intended for the use of others

Network rules

While on the company network students must follow the guidelines that are set within the student handbook in the section regarding **Internet and Networking Policies,** as well as the following:

❖ Respect, and not attempt to bypass, security in place on the computer systems

❖ Accessing/ copying/removing or otherwise altering other people's work, or attempting to alter the settings of computers is not acceptable use of the equipment

LEARNERS MUST NOT:

❖ Load any material onto the computers. You must not download any files to the hard disc of the computers but must only download files onto your own memory stick

❖ Access or attempt to access unauthorised parts of the network

❖ Access sites (public or private) that are abusive, racist, sexist, pornographic, and unlawful

❖ You must not send e-mail or download any material that is offensive to other users

❖ Use the computers to play games.

❖ Use the internet or e-mail for commercial purposes

❖ Use chat lines, pagers or any other real time communication services unless your tutor authorizes this as part of your course

❖ Use the internet to download ring tones for mobile phones

❖ Make any use of the internet that interferes with the work of others

❖ Make any use of the internet that would bring Stanfords Training Ltd and related partners into disrepute

INTERNET RULES

LEARNERS MUST:

❖ Access the Internet only for study purposes or for Company authorized activities

❖ Respect the work and ownership rights of people outside the Company as well as learners and staff. This includes abiding by copyright laws.

STUDENTS MUST NOT:

❖ Engage in chat activities over the Internet. This takes up valuable resources which could be used by other people to benefit their studies.

❖ Use the Internet in class without their assessor/tutor's prior permission.

❖ Download Audio or Video files without their tutor's permission.

Policy Date: 01/08/24

Policy Review Date: 01/08/25

Signed: