



# Central Technical Institute, Clonmel

## Senior College

### Acceptable Usage Policy For IT Resources & Facilities

This AUP seeks to outline what is considered acceptable use of the IT facilities and resources of the Central Technical Institute. It does not seek to be exhaustive in listing what is or is not acceptable. At all times users are expected to use their own judgement to only partake of activities that are compatible with the educational objectives of the course on which they are enrolled.

#### **Do Not:**

- use a computer to harm other people or their work
- share your password with another person
- use college facilities for political or commercial purposes
- view, send, or display messages or pictures likely to cause offence
- use profanity or language in electronic mail, or other media, likely to cause offence
- install any software onto systems unless you have written permission from the Network Administrator
- damage the computer or the network in any way
- interfere with the operation of, or tuition in, the computer rooms in any way

#### **Do:**

- notify a staff member if you encounter materials which violate the terms of appropriate use
- respect copyright laws
- be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.
- respect the computer room rules with regard to foodstuffs, coats & bags etc.
- delete any material which takes up excessive storage space, if requested
- understand that resources such as disk space and printing capacity are limited
- observe good communications etiquette in email

In the event of a breach of these rules verbal or written warnings may be given, all or specific network privileges may be withdrawn, or the normal college disciplinary code may be applied; the level of sanction applied is at the discretion of the staff member dealing with the breach and will be appropriate to the nature of the breach.

I have read, understood and agree to be bound by the terms of this document.

Signature: \_\_\_\_\_

Name: **Student Name** Course: **Information Technology/Processing**