

Computer Usage Policy

All staff and students of inlingua Leeds using the computers and laptops at this College agree to follow these rules.

inlingua Leeds will do everything it can to help students to use computers and laptops in a way that helps them to learn and only see appropriate material. However, it is not possible to guarantee that a student will never come across unsuitable material while using a school-networked computer. The College cannot accept responsibility if this material is seen, accessed or whatever consequences happen.

All students may have some unsupervised access to computers for independent research and study, although work on college computers is usually in a monitored environment. All reasonable precautions to ensure that students only access appropriate material have been taken. If students encounter inappropriate material, they should report the incident to the nearest teacher.

All agree to the following

- Not accessing any material that is not appropriate to the College's environment – e.g. pornography, websites promoting extremist views that incite hatred or violence etc.
- Not to download any programmes or software from either the Internet or external hard drive or memory stick onto the school's computers.
- Not engaging in harassing, defaming or other anti-social behaviours on-line.
- Not creating or transmitting any offensive, obscene or indecent images, data or other material in any form.
- Not using the network to attack or gain unauthorised access to other network, computer systems or data.
- Not transmitting unsolicited bulk email (spam).
- Not infringing the copyright of another person or organisation.
- The use of personal laptops on the network is not permitted without authorisation from one of inlingua Leeds management.

The College is not responsible for any content or information accessed via a 3G/4G data connection i.e. a data connection via a cellular network provider.

The College cannot take responsibility for the personal electronic devices (mobile phones, tablets, laptop computers etc.) belonging to students.

Under no circumstances should personal data be stored on local hard disk drives of computers that multiple users have access to, or any programmes/software downloaded either from the Internet or from external hard drives/memory sticks. Antivirus software is installed on all College PCs and is updated when the device is either connected to the network or connected to the Internet. If any user suspects that their machine has been infected with a virus or malware, they are to contact the CEO immediately. If you break any of the outlined rules, you may be expelled from the College with no refund.

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Management