

CCSS Student IT Agreement

Please read, complete and sign this Agreement.

Student name (capitals please).....

Year group:

iGCSE / 2 Year GCSE / Lower Sixth / Upper Sixth / One Year / Foundation Course

Conditions of use

I will not –

1. Bring food or drink near the computers.
2. Use another student's password or attempt to gain access to files to which my password does not give me access.
3. Reveal my own password to any other person or allow any other person to use my computer account.
4. Load any software without prior permission from the Network Administrator. This includes the downloading of software from the Internet.
5. Unplug any wires from computer equipment, printers, etc, try to connect my own equipment, or tamper with any part of the computers, printers or network.
6. Send messages via e-mail which, in the opinion of the College, may cause distress to the recipient or bring the name of the College into disrepute.
7. Use or attempt to use the College's Internet connection to access material that, in the College's opinion, is pornographic, violent or otherwise unsuitable.
8. Make the CCSS internet system available, either directly or indirectly, to those who are not CCSS students.

I understand that –

9. The Network Administrator is able to access information in my home directory and may do so from time to time. This includes details of Internet sites visited, which is reviewed on a fortnightly basis by the Deputy Principal.
10. The College cannot be held responsible for the loss of any information I may have stored on the CCSS network or any College computer.
11. The college cannot be held responsible for any damage to my laptop or malfunction of my personal software whilst in use on college premises.
12. CCSS cannot be held accountable for students visiting potentially unsafe or inappropriate sites, whilst using their mobile data, therefore not on our internal network, hence avoiding our filters and security safety measures.

I hereby confirm that I:

13. Will follow the procedures I have been taught for using the equipment and, in particular, I will ensure that I log-on and log-off correctly.
14. Will report any malfunctions as soon as possible to the Network Administrator, the CCSS Office or a member of staff on duty.
15. Agree to check my CCSS email account daily.
16. Agree to the conditions of use laid out above.
17. Understand that if I do not keep to these conditions, or if I disobey instructions given by the computing staff at CCSS, I may be denied use of CCSS computing facilities for an indefinite period.
18. May be charged for the cost of putting right any damage I may do to computing equipment or software, whether deliberate or accidental, as a result of not following instructions.

Signature.....

Date.....