

Cheynes Training - Computer and Internet Policy

Cheynes Training provides access to various computer resources including the Internet. These resources are available to enhance the learning process and to achieve quality learning outcomes for all those involved in our programmes. We encourage all users to become familiar with the use of Information technology and to use the internet in a safe and secure way.

As a responsible company, we expected that all users, especially those under the age of 18 and vulnerable adults, will respect and follow the guidelines set out below. These guidelines are based on common sense and legislation introduced by the UK government. For the benefit of everyone, all users are expected to observe the following:

1 Use of Computer Equipment

All users must respect the computer equipment with which they have been provided, and realise that using this equipment is a privilege, not a right.

Only use computers for the purpose directed by the designated person in charge.

Users are not to play games or use any other software without specific permission.

- Computers are not to be used unless permission has been given and/or under supervision.
- **DO NOT** tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network.
- **DO NOT** use floppy disks, CD'S or other removable media in any computers without specific permission.
- **DO NOT** touch the monitors with fingers or any other object, for example, pens and pencils.
- **DO NOT** use the monitors or keyboards to rest books, papers and folders on.
- **DO NOT** swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another.
- Report all equipment faults to your tutor/assessor immediately.
- Your ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless authorised to do so.
- The use of the computer equipment to download, run or use any computer programmes that are not specifically authorised is prohibited and will normally be viewed as gross misconduct.
- The use of computer equipment to make copies of computer programmes, music or video is strictly prohibited.

2 Printing

Cheyne Training provides printing facilities for users to obtain printouts of their work. Users are expected to use the printers for education purposes only and to keep paper and toner wastage to a minimum.

- Before printing, proofread, spell check, and print preview your document.
- Only when completely satisfied with the final product, print the document.
- If printing information from websites, please ensure that you have copied the relevant information to a document and are not wasting paper and in printing adverts and unneeded graphics and information from websites.

3 Use of internet

The internet is a worldwide network of individuals, groups, communities and organizations linked via a computer and telecommunication lines. In trying to visualise the Internet, people often describe it as a gigantic library, others as an infinitely large encyclopaedia, while others a jungle of intertwined information or a spider's web.

Dangers exist on the internet from individuals who may seek to harm young people under the age of 18. Dangers also exist from downloading corrupted files that may 'infect' the computer system.

Why do we use the internet?

Tutors, assessors and young people on learning programmes use the Internet to locate information, send electronic mail, browse documents or images from various sites including our own, to locate and use files on our own system and to access our Client information system.

We use the internet for:

- Electronic mail
- Accessing information
- Electronic publishing
- Collaboration with others
- Projects and assignments
- Support and in-service training
- Technical support
- Online booking
- Hosting our own website
- Hosting our own electronic booking and management system

Individual users of our computer networks are responsible for their behaviour and communications over those networks, and are expected to adhere to the following acceptable use policy.

4 Email

Misuse of email, the internet and fax facilities or the downloading of inappropriate or illegal material from the internet is not permitted. In serious cases involving material of a defamatory, libellous, obscene, offensive, racist or sexual nature, the matter will be regarded as gross misconduct.

You are advised that all email and internet activity is monitored and the salon reserves the right to access any email at any time for its legitimate purposes.

Computer programmes must not be downloaded from the internet without specific permission. A computer programme is any file designed to run on a computer, including, but not restricted to, screen savers, games, freeware and shareware programmes.

The use of the internet for downloading music and video is strictly prohibited.

5 Copyright

All users are expected to respect and adhere to the laws concerning copyright and other people's ideas.

You must obtain permission before copying files from another user. Copying files or passwords belonging to another user or author without their permission may constitute plagiarism or theft.

6 Breach of rules

Breaches of this policy may result in users being excluded from using the salon computer equipment and/or other disciplinary action. Failure to comply with this policy will be dealt with severely and may be regarded as gross misconduct.