DDLETB TRAINING CENTRE POLICY ON LEARNER COMPUTER RESOURCES AND INTERNET USAGE

Introduction

The DDLETB Training Centre provides computer resources to support the normal activities of the DDLETB Training Centre. These resources are provided to assist in day-to-day administration tasks and to train and assist the DDLETB Training Centre Learners.

The Internet system is intended for use where appropriate only in relation to the training provided by the DDLETB Training Centre.

Computer resources including the Internet are to be used only in a manner that is consistent with this policy.

Breach of the policy will be treated as a disciplinary matter subject to the DDLETB Training Centre disciplinary procedure and depending on the severity of the breach may result in serious disciplinary action up to and including dismissal from training. Breach of this policy may also attract civil and/or criminal liability.

No Expectation of Privacy

All computer resources, Internet system documents composed, sent, or received on the DDLETB Training Centre systems are the property of the DDLETB Training Centre. They are not the private property of any person. As a result, you expressly waive any right to privacy and have no expectation of privacy in items created, stored, sent or received on the DDLETB Training Centre systems. You are advised that the DDLETB Training Centre monitors Internet and mail usage and can generate reports at the level of individual workstations.

Copyright

Care must be taken to ensure that electronic communications do not infringe copyright in any works transmitted. Transmission of material accessed over the Internet, or the re-transmission of material from third parties, may in some circumstances infringe copyright. You should consult your Instructor if in doubt.

Software and DDLETB Training Centre **systems**

No software may be used on the DDLETB Training Centre systems unless it has been approved by your Instructor and is licensed for use by the DDLETB Training Centre on its network. Particular care should be taken to ensure that the use of computer resources or Internet does not cause executable files or other software, which may have an adverse effect on the operation of those systems to be installed.

Inappropriate Use and Content

Material that is fraudulent, discriminatory, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory of individuals, firms or companies or otherwise unlawful or inappropriate may not be routed, accessed, downloaded, sent or circulated by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed in on or stored in DDLETB Training Centre systems. This rule will be strictly enforced and a breach may result in termination of your training.

Other uses of computer resources and the Internet considered inappropriate include:

- Recreational use, significant personal use or any activity that may be considered illegal
- Use that wastes network resources or causes disruption to others
- Connection of any device to the computer network without first obtaining proper authorisation
- Accessing or modifying computer data belonging to the DDLETB Training Centre or any other person without prior permission

Virus Detection and Protection

Viruses can cause substantial damage to the DDLETB Training Centre computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce into the DDLETB Training Centre network any self-replicating/propagating software that may delete or alter data. You may not download any files from the Internet or install or use encryption software on any of the DDLETB Training Centre systems without first obtaining the permission of your Instructor. You may not use passwords or encryption keys unknown to your Instructor.

You may not use any floppy disks or CD ROMS other than those supplied by the DDLETB Training Centre for the purpose of your training.

Code of conduct infringement process

Violation of the DDLETB Training Centre Computer Resources and Internet Usage Policy will be addressed in line with Learner Code of Conduct Infringement Process. Actions taken for violation of this policy may include, but is not limited to suspension and/or termination. The measure of the action taken will correspond to the gravity, of the offence in the opinion of the DDLETB Training Centre.

Revision of this Policy and Conclusion

This policy and any amendment to it should be strictly, observed. You will be notified of any amendment and/or revision. If you have any queries or concerns in relation to the use of computer resources and/or the Internet please contact your Instructor/Trainer.