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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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The following activities, whilst not an exhaustive list, are unacceptable:

* The access to or creation, transmission or publication of any offensive, obscene or indecent images, sounds, data or other material
* The access to or creation, transmission or publication of any data capable of being displayed or converted to such obscene or indecent images, sounds, data or other material
* The creation, transmission or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety
* The creation, transmission or publication of defamatory material
* The receipt or transmission of material which infringes the copyright of another person or infringes the conditions of GDPR

Deliberate activities with any of the following characteristics or that by their nature would result in:

* Wasting staff or other users’ efforts or network resources, either in college or elsewhere on the Internet and the efforts of staff involved in the support of those systems.
* Corrupting or destroying other users’ data
* Violating the privacy of other users (e.g. Data held on a network)
* Disrupting the work of other users whilst they are using the equipment in college

* Using the Internet in a way that denies service to other users (for example, by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large multimedia files or online games)

* The deliberate introduction of viruses or malware to the network
* Any use of the Internet that would bring the name of the college into disrepute
* The user should only print essential resource material and should always check the length of a document is reasonable before printing
* Use of peer-to-peer file distribution software such as Bit Torrent or LimeWire is not allowed in college, halls of residence or homestays
* Physically damaging or otherwise interfering with the facilities including deliberately changing hardware, firmware and software set-ups
* Students must not remove any cables from any PC, Mac or Printer
* Students must not change the language from English on any college PC or Mac
* Students must not download anything to any college computer without express consent of the IT Manager
* Any use of the college’s Wi-Fi network, PC’s, laptops, tablets or any other hardware provided by the college to instigate or carry out activities that could lead to on-line bullying or intimidation of staff and/or students