

# **RIGHTS AND RESPONSIBILITIES**

## **LEARNING AGREEMENT**

As a student enrolled at the College you will have signed a Learning Agreement which identifies some basic personal details, your course and qualification aims and states your agreement to abide by the College rules as published and to pay fees by the due date. The Learning Agreement also verifies that assessment and guidance has been provided covering the following areas:

- the implications of the choice of the student's learning programme
- the entry requirements of the chosen learning programme
- an assessment of the suitability of the chosen learning programme for the student
- including any credits or exemptions which may be appropriate to the student
- any financial or other support required by the student including that set out in the additional support assessment form.

## **STUDENTS' RESPONSIBILITIES AND COLLEGE RULES**

In order to provide you with appropriate academic and tutorial support and ensure that you stand the best chance of success, we ask that you in turn agree to:

- attend regularly and punctually over the approved duration
- get a message to your course tutor as early as possible if you will be unavoidably absent. A Student Support Adviser will monitor your attendance
- avoid making outside appointments during time tabled hours
- avoid external activities such as part-time jobs during timetable hours
- adhere to timetable hours
- complete the work required
- ensure that work will be submitted within deadlines given by tutors
- ensure that, although you may work as part of a group, when required to submit individual work, you submit your own work and will not allow your work to be copied
- respect the peace, freedom, dignity and environment of fellow members of the College community
- contribute to the maintenance of a clean, tidy and safe working environment
- have regard for the property of other students, staff and the College
- behave in a way that is not offensive to fellow students, visitors and staff and to follow reasonable instructions given by members of the staff, including employers if on a work placement.

## **COMPUTING AND IT ACCEPTABLE USE POLICY**

Canterbury College will provide the computing hardware and software to enable you to carry out your studies. The aim of this policy is to ensure that the integrity of the College network is maintained and these facilities are available at all times.

## **Security**

Users are responsible for the security of their accounts and files.

1. You must ensure your username and password are not passed on to anyone else.
2. You must not allow anyone else to use your account.
3. You must either lock your workstation or log off whenever you are away from your PC.
4. You must not attempt to gain access to unauthorised areas of the College network.
5. You must not attempt to interfere with the College network or computing and IT equipment.

## **Software Use**

The software required for your studies is supplied by Canterbury College.

1. Under no circumstances are you to download or install any software, (this includes utilities such as Gator, games, screen savers etc) unless authorised by the Computing Support Team Manager.
2. The Computing Support Team will carry out regular checks of student network areas, and if unauthorised software is found, it will be deleted and disciplinary action will be initiated against the offender.

## **Internet Use**

1. Where College email is not supplied to students, commercial suppliers such as Yahoo, Talk 21 etc may be used provided the following are adhered to:
  - a. They must only be used in conjunction with your studies in normal class time unless otherwise authorised
  - b. Under no circumstances should they be used to send abusive, racist or offensive material.
2. The Internet must only be used for valid College work.
3. Under no circumstances should you download, use or upload any material likely to be unsuitable, not directly related to your studies or liable to cause offence to others. This applies to any material of a violent, dangerous, racist or inappropriate sexual content. If in doubt, you must ask your tutor for approval.

4. The College has Internet Filtering in place and under no circumstances should you attempt to circumvent this.

5. Use of any 'Chat' services are not permitted

## **General**

1. Food and drink are not allowed in any computer classroom.

2. Under no circumstances should hardware (for instance mice, keyboards, monitors etc) be damaged, unplugged or tampered with.

3. No equipment that is not supplied by the College should be connected to the College network, without the permission of the Computing Support Team Manager.

4. Use of mobile telephones are not permitted in any computer room

## **Action in the event of the Policy being breached**

Failure to comply with these rules will result in instigation of the College's disciplinary procedure and may result in one or more of the following:

1. A ban, temporary or permanent, on the use of the Internet facilities
2. A ban, temporary or permanent on the use of the College network
3. A letter to parent or Guardian, for students under 18 years of age, informing them of the nature and breach of rules
4. Permanent exclusion from the College