

Computer Safe User Policy

Introduction

Stanfords Training Ltd provides computer facilities for the benefit of all learners. These resources are intended to support study and learning, and learners are encouraged to make full and appropriate use of them. To protect the integrity and availability of these systems, all learners must follow the guidelines set out in this Computer Safe User Policy.

ACCOUNT SECURITY

Learners must:

- Set a secure password when first using their user account. Passwords must:
- Be a minimum of eight characters
- Include a combination of letters, numbers, and symbols
- Avoid dictionary words or names
- Example of a strong password: Le@D3R411
- Change their password once every term to maintain account security.
- Immediately report any suspected virus or suspicious activity to the nearest lecturer or IT Support.

Learners must not:

- Share their account or provide access to other students.
- Disclose their password or use another user's login credentials.

NETWORK RULES

Learners must:

- Follow the guidelines in the Student Handbook regarding Internet and Network Policies.
- Respect and not attempt to bypass system security.
- Refrain from accessing, copying, removing, or altering another person's work.
- Avoid changing computer settings.

Learners must not:

- Load or download any material to the computer's hard drive (only permitted on personal memory sticks).
- Access unauthorised areas of the network.

- Visit sites that are abusive, racist, sexist, pornographic, or otherwise unlawful.
- Send or download any offensive material.
- Use computers for playing games.
- Use the internet or email for commercial purposes.
- Use chat services, pagers, or real-time communication platforms unless authorised by a tutor.
- Download ringtones or similar non-study-related content.
- Interfere with the work of others.
- Use the internet in any way that may bring **Stanfords Training Ltd** or its partners into disrepute.

INTERNET RULES

Learners must:

- Use the internet only for study-related or company-authorised activities.
- Respect intellectual property and copyright laws, including those that apply to content outside the organisation.

Learners must not:

- Engage in internet chat activities, as this uses shared system resources.
- Use the internet in class without the permission of their tutor or assessor.
- Download audio or video files without tutor authorisation.

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Signed: