

## Civil Defence College ICT Student Code

This policy is aligned to the National Civil Defence Code of Conduct with specific reference that volunteers (students) will *maintain Civil Defence HQ, equipment ... to a high standard. Use is restricted to the purpose for which they are intended.... and not engage in an activity which could be considered detrimental to the organisation....*

- No student shall jeopardise the integrity, performance or reliability of Civil Defence College/Dept. of Defence computer equipment, software and other stored information.
- Students are required to take appropriate steps to ensure the integrity of the Civil Defence College/Dept. of Defence Computer Systems. This integrity may be jeopardised if students do not take adequate precautions against malicious software (e.g. computer virus programs).
- Students must not undertake any actions that bring the name of Civil Defence into disrepute.
- Students are advised that they use the Civil Defence College/Dept. of Defence cable and wireless network at their own risk.
- Use of the Internet via mobile devices (e.g. laptops, netbooks, iPads, Smartphones, etc.) is bound by this Code.
- Students must sign the underlined form below acknowledging they have read, understood and will comply with the Code.
- By logging onto the college network, using cable or Wi-Fi, students have agreed to the terms and conditions of this Code.

### **The ability to undertake any action on Civil Defence ICT resources does not imply that it is acceptable.**

In particular students are not permitted to use any Civil Defence College/Dept. of Defence computing or networking resources for any activity which:

- Seeks to gain unauthorised access to the resources of other organisations.
- Adversely affects the operation of Civil Defence College/Dept. of Defence computer systems and network or jeopardizes the use or performance for other students
- Wastes resources (people, network bandwidth, computer)
- Destroys the integrity of computer-based information

- Compromises the privacy of students. No student shall interfere or attempt to interfere in any way with information belonging to another student. Similarly no student shall make unauthorised copies of information belonging to another student. Existing norms of behaviour apply to computer-based information technology just as they would apply to more traditional media. Examination of any files on the computer of a colleague is equivalent to examining their filing cabinet. Seeking to find unprotected files on a multi-student system falls into a similar category
- Creates or transmits (other than for properly supervised and lawful research purposes) any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- Creates, transmits or publishes defamatory material or material in violation of any right of any third party
- Transmits material in such a way as to infringe the copyright or intellectual property rights of another person or organisation
- Transmits unsolicited commercial or advertising material
- Causes offence or discriminates on grounds laid down in current Equality legislation including grounds of age, race, religion, sexual orientation, gender, marital status, family status, disability or membership of the travelling community. *Whilst it is possible to send communications which may be offensive, obscene or abusive, such behaviour is not acceptable*
- Conflicts with practices as laid down from time to time by Civil Defence College/Dept. of Defence
- Contravenes the law of the State (in particular, but not exclusively, the Data Protection Act (2003), the Criminal Damages Act (1991), the Child Trafficking and Pornography Act (1998) and the Copyright Act (1963)(2000)).

### **Use of Software**

In this context, "software" is taken to comprise programs, routines, procedures and their associated documentation, which can be implemented on a computer system, including personal computers / devices and workstations. Software and/or information provided by Civil Defence College/Dept. of Defence may only be used as part of the student's research or for educational purposes. The student agrees to abide by all the licensing agreements for software entered into by Civil Defence with other parties.

The student undertakes not to infringe any copyright of documentation or software. Thus any software, data or information which is not provided or generated by the student personally and which may become available through the use of computing or communications resources shall not be copied or used without permission of Civil Defence College/Dept. of Defence, or the owner of the software, data or information.

**Internet Access**

The above code of conduct applies in particular to the use of electronic communication facilities provided by Civil Defence College/Dept. of Defence. Such facilities are provided to facilitate a student's work exclusively for educational, training, or research purposes. Care must be taken to ensure that any file, document or software is not transmitted or copied in breach of copyright or intellectual property rights. Please consult with the relevant instructor if you are unsure.

*Persons who break this code of conduct may find themselves subject to Civil Defence disciplinary procedures and/or criminal procedures.*

**Confirmation of Code Acceptance:**

*I the undersigned have read, understood and will comply with the Civil Defence College ICT Student Code*

<b><u>Name (Block)</u></b>	<b><u>Signature</u></b>	<b><u>Volunteer No.</u></b>

***Civil Defence College would like to acknowledge that a substantial body of the text in this policy is drawn from NUI Galway.***