



APPROPRIATE USE OF DIGITAL TECHNOLOGY

DO's	DON'Ts
<ul style="list-style-type: none"> DO read and subscribe to the Appropriate Use policy, Digital Technology policy and the Cyber Acceptable Use Agreement 	<ul style="list-style-type: none"> The user will be provided with an ID and access password. These are personal to the individual DO NOT share your passwords with others
<ul style="list-style-type: none"> DO Exercise caution when downloading software or applications or browsing websites from the internet. Indiscreet action may compromise the integrity of the College network 	<ul style="list-style-type: none"> DO NOT attempt hacking into and/or compromising the security and/or integrity of the College network. This is a very serious offence which may result in enrolment termination at the College.
<ul style="list-style-type: none"> DO take care of the devices and facilities that you have been entrusted with. The individual is responsible for the safekeeping of their devices in the classrooms or lockers provided. The College is not responsible for any loss or damage to devices through any form of negligence. 	<ul style="list-style-type: none"> DO NOT remove devices belonging to another without prior consent of the owner. Removing without the owner's consent amounts to stealing and the action will be dealt with in accordance with the College's behaviour/conduct policy
<ul style="list-style-type: none"> DO uphold the ethos and Christian values of the College 	<ul style="list-style-type: none"> DO NOT access inappropriate and/or offensive content which is contrary to the College's ethos and Christian conduct
<ul style="list-style-type: none"> DO bring to attention of teachers and College authorities when inappropriate use of digital devices is seen or suspected so that the person is given proper advice and counselling to do the right thing 	<ul style="list-style-type: none"> DO NOT assume the possession of digital devices as having the right to any form of photographing or video recording of students, staff members whilst of campus. Any persons caught violating this policy will be called to account for his or her actions
<ul style="list-style-type: none"> DO be respectful and choose your words carefully when communicating via emails, putting up posting on College websites or when commenting about College related topics on social media 	<ul style="list-style-type: none"> DO NOT use words that may be hateful, spiteful and/or disrespectful and/or inappropriate pictures/video-audio recordings to bully or harass another. These actions WILL NOT be tolerated by the College
<ul style="list-style-type: none"> DO take advantage of the digital resources to enhance your learning and working experience 	<ul style="list-style-type: none"> DO NOT use the College network for any form of illegal activities and vices such as gambling, money laundering or supporting or promoting terror activities etc
<ul style="list-style-type: none"> DO use College approved devices for the College curriculum. The IT department will provide technical support only for the approved devices. 	

ANYONE WHO DOES NOT ADHERE TO THE RULES AND REGULATIONS ON APPROPRIATE USE OF DIGITAL TECHNOLOGY CAN HAVE THEIR COLLEGE ACCESS DENIED AND DEVICES CONFISCATED. PLEASE REFER TOT DIGITAL TECHNOLOGY POLICY AND CYBER ACCEPTABLE USE AGREEMENT ON MAIN COLLEGE WEBSITE FOR FULL POLICY DETAILS.