



COMPUTER USAGE POLICY (CUP-05)

CHANGE HISTORY

Revision	Chapter	Description of Change	Date
1	All	Update of Handbook	01/02/2016
2	All	Update of Handbook	30/06/2018
3	All	Update of Handbook	30/07/2019
4	All	Update of Handbook	30/09/2020
5	All	Update of Handbook	30/09/2021

EIMF provides computers for learners to use as part of their training programmes. However, it is important that the computers are used in accordance with requirements of this policy:

- Learners may not access any offensive, violent or discriminatory websites, such as pornography or abusive websites. Viewing, downloading, storing, displaying or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use is strictly prohibited.
- Social networking websites must not be accessed unless a member of staff has given you permission. Please note that any posting of abusive messages or incidents of cyber-bullying will not be tolerated under any circumstances
- Learners must not download or install files from any source
- Using software on a removable drive is not permitted. USB drives must not be used. If students wish to transfer work they must ask their tutor/assessor.
- Anti-virus software must be kept running at all times
- Learners must not attempt to modify, change or damage the computer systems, their software or existing data files

Staff members at EIMF will monitor your computer usage and have the right to remove you from the network if your usage is not for work or study related purposes, or if your actions pose a threat to the security of the network or could cause offense to staff or other learners.

**If you have concerns or questions about using the computers at EIMF, please speak to your
tutor/assessor**