

|                       |                  |
|-----------------------|------------------|
| Quality Procedure No: |                  |
| Issue:                | 1.1              |
| Applicable to:        | Students & Staff |
| Date/Update:          | Aug 2015         |
| Page:                 | 1                |

### **IRC Computer/Internet Access Policy:**

- The IRC considers ICT facilities to be an essential feature of any college library.
- In order to reflect the self-directed needs of the adult learner, it is envisaged that the student body will have electronic access to course/module outlines, content, marking schemes and deadlines. Lecture notes will also be made available, on a phased basis, at the discretion of the individual teacher.
- It will also encourage electronic communication between teacher and student. This is to take into account the increasing nature of distance learning, which is becoming a common feature of college life, especially with students repeating modules.
- Teachers will, therefore, be encouraged to submit reading lists, project deadlines, past exam papers etc to the IRC committee members for online use by the members of the IRC in the College.
- Computers in the IRC are available for research and curriculum- related learning. The College reserves the right to terminate or redirect Internet use in cases where it perceives that non-academic use is occurring.
- The IRC encourages all members to use electronic communications in a way that is respectful to others.
- Disturbance from computers and printers must be kept to a minimum in the IRC. If in some way disturbance by use of the computer is unavoidable, the student must use earphones connected to the computer to continue his/her research.
- IRC members may not send, receive or display texts or graphics, which could reasonably be construed as being obscene or offensive in nature.
- Continued abuse of computing privileges will subject the user to disciplinary action.
- Users are responsible, in the IRC, for all use of their computer accounts. Individual password security is the responsibility of each user. Student accounts will be monitored if it is perceived that computer facilities are being used for non-academic purposes.
- The IRC printer will be located by the issue desk on the 3<sup>rd</sup> floor. Material will be printed by the use of swipe cards.