

## WEA Learners' Computer Use Policy

- Do not bring food or drink near computer equipment
- Do not load any software, for example games, music, screensavers
- Do not make any changes to the connection or configuration of any computer equipment
- Do not use disks from unknown sources or from home computers. If you use a disk to save your work, leave it in the computer room at the end of each class
- You must not send racist, defamatory, obscene, indecent, abusive, offensive, harassing or misleading messages
- You must not view, download or pass on any pornographic material or use obscene or offensive screensavers
- Do not open any e-mail message unless you are certain it is from a reliable source. Your tutor will give you guidance
- If you think your computer has a virus, report it immediately to your tutor, and computer technician
- Do not give passwords to anyone outside the WEA
- The WEA reserves the right to monitor your use of our computer system
- Comply with any other policies of this centre. They will be displayed in the classroom, if applicable