An Introduction to College Information Technology

Introduction

This Guide is designed to introduce you to some of the basic functions of the IT Network at Highlands College.

We would like you to use the computers and achieve the best results in your learning and development, therefore enhancing the quality of the work you produce throughout the year.

Computers should be used as specified in this leaflet to ensure that every student has an equal opportunity in the use of the equipment available.

Thanking you in anticipation for your co-operation in adhering to the IT Code.

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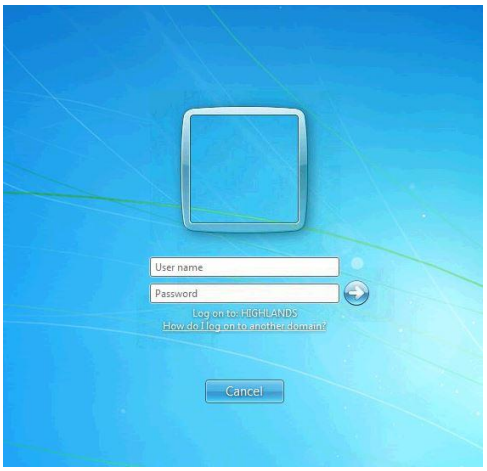
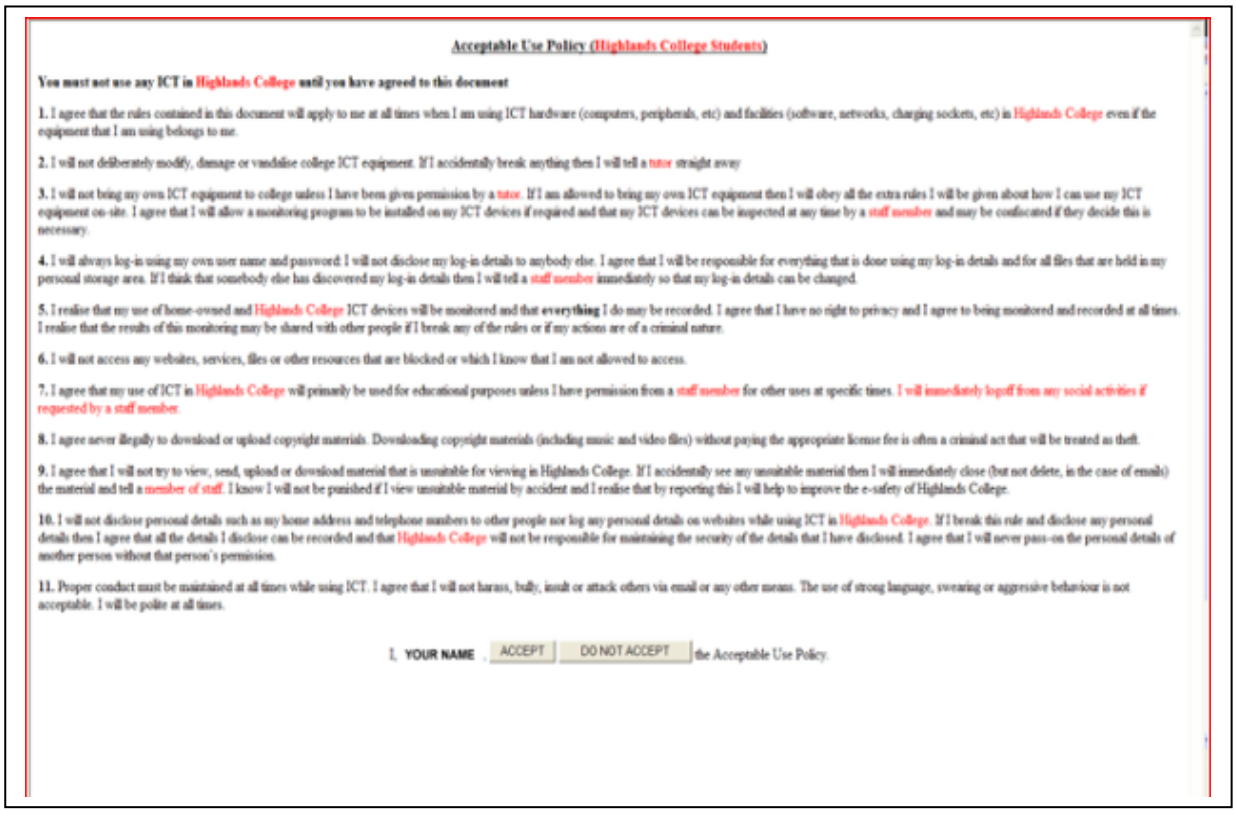
How to log into your Computer

Logging Into the Computers 1. Switch on your Machine  	Press **CTRL, ALT** and **DELETE**

Passwords The first time you log onto the machines, your first password will be the word **Changeme1** If you have attended the IT induction this will have been changed by you to your own personal password If not, please press CTRL, ALT and DELETE and Change a Password Please note: Your password must start with a capital letter and contain at least six characters with a mixture of uppercase, lowercase and a number. An example would be **H1ghlands1234**	**Step 2** **Using your mouse, double click on the space provided and enter your Password**. **N.B. Make sure the caps lock is not on before you enter it.**

Acceptable Use Policy

Once you have logged on for the first time you will be asked to read and accept the Acceptable Use Policy, you must do this otherwise your computer will shut down.



Acceptable Use Policy (Highlands College Students)

You must not use any ICT in Highlands College until you have agreed to this document

1. I agree that the rules contained in this document will apply to me at all times when I am using ICT hardware (computers, peripherals, etc) and facilities (software, networks, charging sockets, etc) in Highlands College even if the equipment that I am using belongs to me.

2. I will not deliberately modify, damage or vandalise college ICT equipment. If I accidentally break anything then I will tell a tutor straight away.

3. I will not bring my own ICT equipment to college unless I have been given permission by a tutor. If I am allowed to bring my own ICT equipment then I will obey all the extra rules I will be given about how I can use my ICT equipment on-site. I agree that I will allow a monitoring program to be installed on my ICT devices if required and that my ICT devices can be inspected at any time by a staff member and may be confiscated if they decide this is necessary.

4. I will always log-in using my own user name and password. I will not disclose my log-in details to anybody else. I agree that I will be responsible for everything that is done using my log-in details and for all files that are held in my personal storage area. If I think that somebody else has discovered my log-in details then I will tell a staff member immediately so that my log-in details can be changed.

5. I realise that my use of home-owned and Highlands College ICT devices will be monitored and that **everything** I do may be recorded. I agree that I have no right to privacy and I agree to being monitored and recorded at all times. I realise that the results of this monitoring may be shared with other people if I break any of the rules or if my actions are of a criminal nature.

6. I will not access any websites, services, files or other resources that are blocked or which I know that I am not allowed to access.

7. I agree that my use of ICT in Highlands College will primarily be used for educational purposes unless I have permission from a staff member for other uses at specific times. I will immediately logoff from any social activities if requested by a staff member.

8. I agree never illegally to download or upload copyright materials. Downloading copyright materials (including music and video files) without paying the appropriate license fee is often a criminal act that will be treated as theft.

9. I agree that I will not try to view, send, upload or download material that is unsuitable for viewing in Highlands College. If I accidentally see any unsuitable material then I will immediately close (but not delete, in the case of emails) the material and tell a member of staff. I know I will not be punished if I view unsuitable material by accident and I realise that by reporting this I will help to improve the e-safety of Highlands College.

10. I will not disclose personal details such as my home address and telephone numbers to other people nor log any personal details on websites while using ICT in Highlands College. If I break this rule and disclose any personal details then I agree that all the details I disclose can be recorded and that Highlands College will not be responsible for maintaining the security of the details that I have disclosed. I agree that I will never pass-on the personal details of another person without that person's permission.

11. Proper conduct must be maintained at all times while using ICT. I agree that I will not harass, bully, insult or attack others via email or any other means. The use of strong language, swearing or aggressive behaviour is not acceptable. I will be polite at all times.

I, **YOUR NAME** , ACCEPT DO NOT ACCEPT the Acceptable Use Policy.

How to Access the Internet

Please note that you will have to agree to the regulations for the use of the Internet before you will be allowed to access the Search page.

Your user activity is logged and tracked to ensure the correct use of the facilities.

Should your profile show incorrect use of the Internet your account may be locked and you could be banned from using the College Network.

Highlands College uses 'Lightspeed' to monitor the sites being used.

Should you require a specific site for your research or course, and it does not download for you, please advise your tutor. This site will then be checked and if deemed to be suitable will be allowed through the monitoring system.

N.B. Full internet address to be given in order for site to be checked.

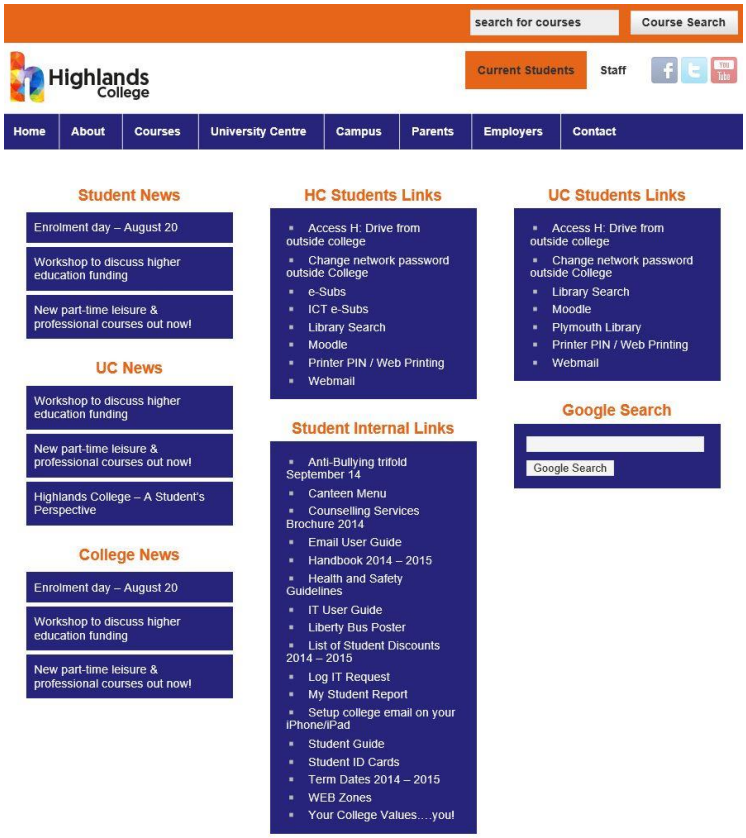
Steps to follow

Click on the

Then use the Google search box or type www.google.co.uk in to the top bar.

How to Access College E-Mail

Email



Email is available all day in College.

You will not be able to use web based email (e.g. Hotmail, MSN etc) during 9.00 am to 3.00 pm. i.e. during College hours.

N.B.
Should you wish to email documents etc from home, please remember there is a size limit and all emails are screened for appropriateness.

If an attachment does not get through, try to send it in small batches, rather than a large document and pictures. i.e. send the picture separately, and send individual documents.

Steps to follow:

Double click on the

Mail access works by using the '**Webmail'** link under the relevant areas **HC Student Links** or **UC Student Links**.

Your email address will be:

Your user name followed by @hc.ac.je

For example:
Mary Brown,
student ID HC032457

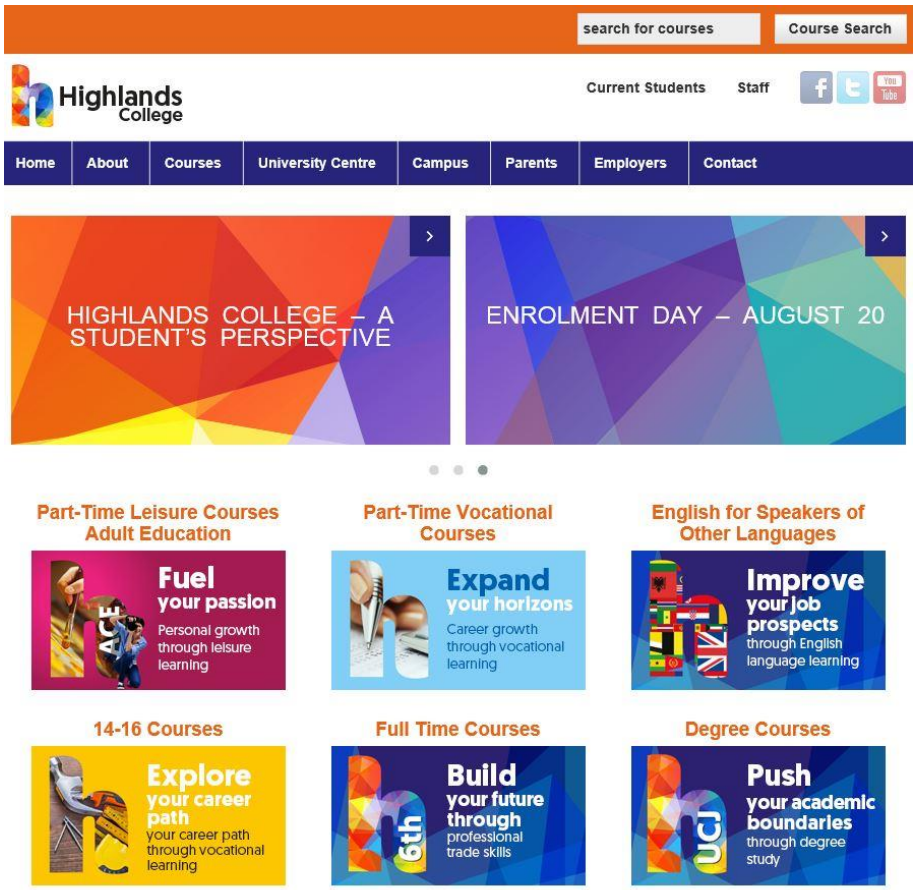
User name will be mb032457

Email address will be mb032457@hc.ac.je

(See separate Email booklet if you are unsure how to use this email facility)

How to Access Moodle

Inside the College



At the top right hand side of the page, click on the **'Current Students'** area.

From outside the College

⇒ **If you are accessing the Portal, Moodle or College Email off site**, go to the Highlands College website (Main Page):

http://www.highlands.ac.uk

At the top of the page, click on the **'Current Students'** area.

This will go to the same area as the student's homepage when inside the college.

How to Save your Work

Saving your Work	Steps to follow
Please ensure you use the **File** **Save as** Facility in order to save your documents in the correct folders. Your work should be saved on the H:/ drive which is your own personal space. No other student will have access to your area.	In any software you are using Click on the 1. File Menu 2. Save As 3. Check the folder you are saving to 4. Name the file 5. Then Click Save 6. Your file/document is now saved in the correct area.

USB Silicon Wristband 4GB

Students can use the Highlands College USB Silicon Wristband you were given at Induction or one of your own to transfer work from home to College and vice versa. The LRC staff can assist with this transfer if required.

ALWAYS SAVE YOUR WORK ON YOUR HOME DRIVE (H:DRIVE)

(Only use the USB Wristband for transferring work and as a back-up)

Use the College Network wisely and **All** students in College will benefit from trouble free use.

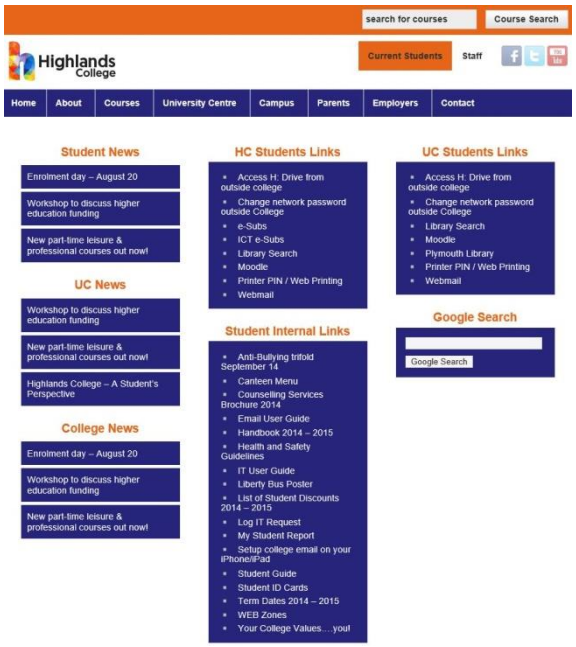
Do	Don't
✓ Log on in any computer room or the Learning Resource Centre. Please be sure to log off when you finish	**X** Log on to more than one computer at once.
✓ Make a note of your password in case you forget it	**X** Allow anyone else to use your account.
✓ Save work on your own secure part of the H:/ drive. Keep saving your work whilst in the College or you run the risk of losing it (Create Folders for Individual subjects/Modules)	**X** Eat or drink in computer rooms
✓ Use headphones on college machines. (Bring your own or ask a librarian)	

REMEMBER

You are responsible for your Login ID, always *log out* of your machine if you are leaving the room.

Should your ID be used by someone else YOU will be held responsible for any activity which may be carried out while the machine is in use.

How to access your work from outside the College



In College all your work should be saved in the H:/ drive. You are able to access this drive from home by doing the following.

Log onto the Portal page
http://www.highlands.ac.uk

You will need to click on the link and follow the onscreen instructions.

Wireless Connection

The college has a wireless connection in place; this can be accessed from all locations though some areas of the campus may be stronger than others. Only registered users can access the wireless service.

Please note that when using the wireless connection, Internet searching is restricted and is subject to our Surf control filter.

If you have any queries, please ask your Course Tutor who will investigate any issues you may have.