



UCD Quinn School of Business

Student Laptop Code of Practice

Are you a full time student at UCD Quinn School of Business?

If so, you are required to have full time access to a personal laptop computer for your coursework and assignments. This laptop must be registered on the University network and meet the recommendations set out by UCD Quinn School of Business Information & Learning Technology Group (ILTG) for your given year of admission.

Students must adhere to this code of practice in relation to laptop usage as outlined below.

Your attention is also drawn to UCD policies on email and network usage, conduct, dignity and respect. These policies are available on the UCD website.

<http://www.ucd.ie/itservices/acceptable.html>

<http://www.ucd.ie/registry/academicsecretariat/emailpol.pdf>

http://www.ucd.ie/equality/policieslegislation/dignity_respect_policy.pdf

http://www.ucd.ie/registry/academicsecretariat/student_code.pdf

1. Email: You should use your UCD email account when communicating with UCD School of Business staff. UCD Quinn School communicates with students by email to your UCD email address only. All students have an obligation to regularly check their UCD email account and are bound by notices and information communicated in this way.

1.1 Email communications should follow the same standards expected in written business communication. The tone of all communications must be respectful.

1.2 All staff should be addressed appropriately.

1.3 Student name and student number must be provided on every email.

1.4 Students must ensure that their reply email address is configured and functional. Email must be re-configured after a system ghost. ILTG supply you with information on the necessary changes once your system has been ghosted.

1.5 Ensure that your account is protected at all times, by maintaining secure passwords and by periodically changing your password.

1.6 Students will be liable for all communications sent from their email address/account

2. Classroom Usage: Your lecturer will inform you of the relevant laptop usage for each class, including which applications and tools you will require on a given day. You may use your laptop computer to take notes in class unless specifically prohibited by your lecturer.

2.1 Taking in-class assessments and exams may require you to be online. You should connect using a cable, disable wireless and ensure you have your laptop power adaptor connected.

2.2 Chatting online, emailing or internet browsing during class is not permitted. Lecturers reserve the right to ask students engaged in such activity to leave the lecture.

2.3 It is your responsibility to ensure your laptop is in good working order prior to presenting yourself for an in-class assessment, MCQ or exam.

2.4 Report any learning technology issues to ILTG in a timely fashion.

3. Blackboard: Check announcements daily for important messages in relation to your modules or programme. Email, blogs, and group functionality are to be used for academic purposes only.

4. Viruses: Prevent the spread of viruses, by using the anti-virus software provided on your laptop and by following any instructions communicated to you by ILTG in relation to viruses.

4.1 Any laptop found on the network with a virus can be disconnected by UCD IT Services.

5. Software: Ensure that software installed on your laptop remains in working order and is fully licensed. You should carry out Windows and anti-virus updates on a regular basis.

6. Data Integrity: Ensure the integrity of data that you are working on by saving data frequently and by backing up regularly to an external storage device.

6.1 You are responsible for carrying out your own backup procedures.

7. Safety: Ensure your own safety by not providing personal contact information to a website, a chat room, via e-mail or using a social network without careful consideration as to the third party's legitimate need for the information.

8. Respect: Students must not present themselves for I.T. support or in class with inappropriate content on desktop wallpaper, screensavers, or homepage. ILTG reserve the right to refuse to support a system with such content on display.

Failure to comply with this code of practice will be considered a breach of the UCD student disciplinary code and will be dealt with accordingly.

Q112, UCD Quinn School of
Business
University College Dublin
Belfield
Dublin 4

Phone: +353-1-716-4784
Email: ILTGQuinn@ucd.ie

Last updated March 2009