

Learner IT Acceptable Use Agreement

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1. Context

Digital technologies have become integral to the lives of everyone, both within and outside of educational settings. Such technologies are powerful tools, which open up new opportunities for all, fostering improved communication and collaboration, promoting creativity and stimulating awareness of context to promote effective teaching and learning. All learners should have an entitlement to safe and secure access when using these digital technologies.

This acceptable use agreement is intended to ensure:

- all learners at Coleg y Cymoedd will have good access to digital technologies and be responsible users, staying safe and secure while using the internet and other digital technologies for educational, personal and recreational use.
- that college systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

2. Acceptable Use Agreement

I understand that I must use college systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

2.1 Safety

For my own personal safety:

- 2.1.1 I understand that the college will monitor my use of the systems, devices and digital communications. The monitoring of the content of digital communications will only take place with the written authorisation of the Principal. In addition, the College also wishes to make you aware that Close Circuit Television (CCTV) is in operation for the protection of everyone. The college is authorised to do so under the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.
- 2.1.2 I understand that staff may review my digital communications made on college public platforms and my digitally stored files, be that on servers, cloud or removable media, to ensure I am using the system responsibly.
- 2.1.3 I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

- 2.1.4 I will not allow others to use a device that is logged under my username and likewise, I will not use a computer using another's account details.
- 2.1.5 I will not disclose or share personal information about myself or others when online (this could include names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details etc)
- 2.1.6 I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to a member of staff when I see it online.

2.2 Equality

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the college systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the college systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have the permission of a member of staff to do so and it is in relation to my studies.

Security

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand that if I do use my own devices in college, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.
- I understand the risks and will not knowingly upload, download or transmit any software (including viruses, screensavers, wallpaper and games), or access and communicate any materials which are illegal, inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any malicious use of digital devices and systems that I witness, or any damage/faults involving equipment or software, however this may have happened, to a relevant staff member.

- I will not open any hyperlinks in e-mails or any attachments to e-mails (unless I know and trust the person/organisation who sent the e-mail) if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any college device, nor will I try to alter computer settings or software configurations.
- I will only use social media sites with permission and at the times that are allowed.

Copyright

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- where work is protected by copyright, I will not try to download copies (including music and videos).
- when I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Behaviour

I understand that I am responsible for my actions, both in and out of college:

- I will respect the work and property of others and will not access, copy, remove, corrupt, destroy or violate any other user's data without the owner's knowledge and permission.
- I will be polite, respectful and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- Should I need to undertake legitimate research into topics that are sensitive in nature in relation to my studies, I will obtain the explicit approval from my course tutor or Head of School.
- I will not take or distribute images of anyone without their permission.
- I understand I should not access fixed IT resources or facilities within the college without staff permission and supervision.
- I will not purposefully damage any IT hardware or software.
- I will not connect wired personal laptops or mobile devices to the wired network without prior written permission, to be obtained from IT Services.
- I understand that the college has the right to take disciplinary action against me if I am involved in incidents of inappropriate behaviour, that

are covered in this agreement, within or outside of college hours and where they involve my membership of the college community (e.g. online-bullying, unauthorised use of images or personal information).

- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include the loss of access to the college network/internet, suspension, expulsion, contacting parents/carers, and in the event of illegal activities the involvement of the police.

Further information with regards to acceptable behaviour can be found in the Whole College Approach to Behaviour Policy, on the college website:

<https://www.cymoedd.ac.uk/about/policies-and-documents/>

Learner Acceptable Use Agreement Form

This form relates to the learner acceptable use agreement; to which it is attached.

Please complete the sections below to confirm that you have read, understood and agree to the rules included in the Learner IT Acceptable use agreement. If you do not sign and return this agreement, access will not be granted to college systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the college systems and devices (both in and out of college)
- I use my own devices in the college (when allowed) e.g. mobile phones, gaming devices, USB devices, cameras etc.
- I am out of college and involved in any online behaviour that might affect the college or other members of the school.

Name of Learner:

Course:

Signed:

Date: