

Acceptable Use Agreement - Learners

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- That Learning Curve Group systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

Learning Curve Group will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users.

Acceptable Use Policy

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

For my own personal safety:

- I understand that Learning Curve Group will monitor my use of IT systems, devices and digital communications
- 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
- I am aware of how to keep myself safe whilst communicating online and where I have concerns, I know to contact my Tutor or Safeguarding Officer
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people offline that I have communicated with on-line, I will let someone know of my whereabouts
- I will immediately report any inappropriate material and/or messages that makes me feel uncomfortable when I see it online

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

- I understand that Learning Curve Group 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 Learning Curve Groups systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have permission of a member of staff to do so

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter
- any other user's files, without the owner's knowledge and permission
- I will be polite 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
- I will not take or distribute or store images of anyone without their permission

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

- I will only use my own personal device(s) within Learning Curve Groups premises if I have permission. I understand that, if I do use my own device(s) in Learning Curve Group, I will follow the rules set out in this agreement, in the same way as if I was using Learning Curve Groups equipment
- I understand the risks and will not try to upload, download or access any materials which are illegal or 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 damage or faults involving equipment or software; however, this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (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 school device, nor will I try to alter computer settings

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

I understand that I am responsible for my actions, both in and out of Learning Curve group:

- I understand that Learning Curve Group also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of Learning Curve group and where they involve my membership of the Learning Curve Group community (examples would be cyber-bullying, use of images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy, I will be subject to disciplinary action. This may include contact with parents / guardians and in the event of illegal activities involvement of the police

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to Learning Curve Groups systems and devices.

Learner Acceptable Use Policy Form

This form relates to the Learner Acceptable Use Policy, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy. If you do not sign and return this agreement, access will not be granted to Learning Curve Groups ICT systems.

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

- I use Learning Curve Groups systems and devices (both in and out of Learning Curve Group)
- I use my own devices in Learning Curve Groups premises (when and where allowed) e.g., mobile phones, gaming devices, cameras etc.
- I use my own equipment outside of Learning Curve group in a way that is related to me being a learner of Learning Curve Group e.g., communicating with other learners of Learning Curve Group, interacting with Learning Curve group social media and websites etc.

Name of Learner

Username
(Leave blank if not issued)

Signed

Date