

HP13.1 – ICT Acceptable Learner User Policy and Procedures

Safe network use and internet access.



General

Learners are responsible for their conduct and behaviour on the internet just as they are in a training session or a work environment. In the training centre the rules of Learner Charter apply.

The internet, is provided for learners, primarily, to conduct research and access information and resources from the Company's website. Parents/carer's permission is required for a learner under 16, before access will be granted access. Access is a privilege, not a right and that access requires responsibility.

Individual users of the internet are responsible for their conduct, behaviour and communications over the network. Users must comply with tpm's expected standards and honour the agreements they have signed. Importantly this includes the Zero-Tolerance Promise that all learners sign and applies equally to the use of the internet lounge during free time.

Computer storage areas (including any external storage media you bring) will be treated as company property. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

During college sessions, teachers will guide learners towards appropriate materials. Outside of college, whilst families have responsibility for such guidance, learners are expected to act in accordance with their tpm 'Zero-Tolerance Promise' and the tpm 'Online Safety Guidelines' included in this policy. Any misuse of these facilities will be treated in the most serious manner. To minimise these risks, your use of the Network, Internet and or E-mail at the Company (including mobile computers belonging to the Company but not used on Company premises) is governed by the following policy.

Personal Use

Appropriate personal use of the computer is permitted if it is under the following conditions:

1. Learners must never be allowed or make **unsupervised** access to the computer network internet and or E-mail during teaching sessions. Personal (non-course work or study) use of the network by learners is prohibited. Personal use is

allowed only in the internet lounge, where instant messaging facilities are disabled and are subject to tpm's recommended 'Online Safety Guidelines'.

and if such use does not:

2. Have an undue effect on the computer or the Company's network's performance.
3. Violate or breach any guidelines or standards of this policy or any other Company policies or contractual provisions.
4. Attempt to access or disseminate personal opinion, propaganda or other data that may bring the Company into disrepute and or lay the Company open to litigation.

Prohibitions

The following will not be tolerated by **tpm** in any circumstances:

- Cyberbullying; the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.
- Sending or displaying offensive messages or pictures, using any technology.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords or accounts.
- 'Hacking' into others' folders, work or files for any reason.
- Intentionally wasting limited resources, including printer ink and paper.

Sanctions

- Violations of the above rules will result in a temporary or permanent ban on internet/computer use.
- Your Employer/parents/carers will be informed.
- Additional disciplinary action may be added in line with existing practice on inappropriate language, behaviour and or discrimination.
- When applicable, police or local authorities may be involved.
- If necessary, external agencies such as Social Networking or Email Member sites may be contacted and informed.

Page	2 of 6	Approved by:	Director of Human Resources
Issue No.	1	Author:	B G Quinn
Date Issued	March 2010	Owner (Dept.):	Human Resources
Doc. N ^o	HP13.1	Doc. Name	Acceptable Learner User Policy and Procedures: Safe network use and internet access

Rules

1. You agree to adhere to **tpm**'s 'Online Safety Guidelines'
2. Do not participate in any cyberbullying activity or practice.
3. (Under 16) You must have your parent's / carer's permission before using the internet.
4. You must have a supervising teacher or member of staff with you at all times when using the internet.
5. Do not disclose any password/s or login name to anyone, other than the persons responsible for running and maintaining the system, (Company ICT Administrator).
6. Do not upload/send personal addresses, telephone / fax numbers or photographs of anyone (staff, learner or work colleague) at the college.
7. Use of learner names or photographs will require their explicit permission and if under 16, their parents to have been informed about such use.
8. Do not download, use or upload any material, which is copyright. Always seek permission from the owner, before using any material from the internet. If in doubt, do not use the material.
9. Under no circumstances should you view, upload or download any material, which is likely to be unsuitable for children or young people. This applies to any material of a violent, indecent, offensive, dangerous or otherwise inappropriate content. If you are unsure ask your teacher or assessor supervising you.
10. Always respect the privacy of the files and digital property of tpm and other users.
11. Be polite and respect that other users might have different views than your own.
12. The use of strong language, swearing or aggressive behaviour is forbidden.
13. Ensure that you have followed the correct procedures for using the internet.
14. Immediately report any incident, which breaches these rules, to the ICT Network Administrator.
15. Do not seek or gain access to personal information, which is contrary to the Data Protection Act.
16. Do not access another person's work and save/claim it to be their own; plagiarism will not be tolerated.
17. Do not walk away from a computer that they are logged-on to, without logging off and shutting down the Computer.
18. Attempt to change any of the Computers settings; personalising Computers is PROHIBITED. For 'Disabled Accessibility' purposes the Tutor/Teacher or Company ICT Administrator should be notified for support.

Page	3 of 6	Approved by:	Director of Human Resources
Issue No.	1	Author:	B G Quinn
Date Issued	March 2010	Owner (Dept.):	Human Resources
Doc. N ^o	HP13.1	Doc. Name	Acceptable Learner User Policy and Procedures: Safe network use and internet access

Online Safety Guidelines

BE WISE

- Always ask **Why** a website or someone you make friends with on the Internet would need your personal information.
- Be **Inspired**. The Internet offers great tools for learning, discovering and creating.
- Be **Secure**. There are constantly new scams, hoaxes, viruses and spyware on the Internet. Install security software to keep your computer and data safe.
- **Evaluate** the stuff you read, see or receive through the Internet. Just because its on the Internet does not make it true, reliable or genuine.

BE SMART

- Keep **Safe** by being careful not to give out your personal information - such as your name, email, phone number, address, College name, any Bank details, PIN numbers or passwords - to people online.
- **Meeting** someone you have only been in touch with online can be dangerous – Tell an adult and **Don't** do it alone!
- **Accepting** emails, messages on IM or opening files, pictures or texts from people you don't know or trust can lead to problems.
- **Reliable?** Someone online may be lying to you about who they are.
- **Tell** your parent or tutor immediately, if someone or something on-line makes you feel uncomfortable or worried.

Online Safety Guidelines

Staying Safe on Social Networks and Instant Messenger

- **Do you know everyone on your buddy or contacts list?** Think carefully about who is on your list. People on IM, like in chat, may not be who they say they are, so a friend of a friend is not necessarily a friend.
- **Keep your personal information secret** when talking to someone you don't know in the real world. Also think about what visible information you have, for example in your Profile or Member directory.
- **Learn how to keep an archive/save a copy of your conversation**, and don't be afraid to tell someone you are saving their conversation.
- **Learn how to block, ignore and report people.**
- **Check you know how**, to report something you feel uncomfortable about to the Messenger or Social Networking provider.
- **Use a nickname**, not your real name, and a nickname that is not going to attract the wrong type of attention.
- **Keep your username and password private**, and change your password on a regular basis.
- **Don't reply to abusive messages.** Don't send abusive messages either. It's best not to say anything on IM or a Social Network that you wouldn't say to someone's face.
- **Don't accept messages from people you don't know.**
- **Meeting someone you have only been in touch with online can be dangerous.** If you feel that you 'have to' meet, then for your own safety you **must tell your parent or carer** and take them with you – at least on the first visit – and meet in a public place in daytime.
- **Don't pass the buck** - if someone you have accepted on your buddy or contacts list is acting weird; don't pass them on to a friend. You could be putting your friend at risk. Just block them and report them to an adult, Parent or carer.

HP13.1 ICT Acceptable Learner User Policy and Procedures

Safe network use and internet access.



Acknowledgement of Understanding: User Copy

I have read, understood and agree to comply with the terms of this policy and rules governing the use of the computer ICT Network, Internet access and Email and ICT Suites at the Company (**Training Plus merseyside Ltd. (tpm)**) or on the Company's mobile computer equipment offsite. I understand that violation and or breach of this policy may result in temporary or permanent removal of facilities, disciplinary action, including possible termination and or civil and criminal penalties.

User Name:	Date of Birth:	Signed:	Date:
Name of Parent or Guardian:		Signed:	Date:

✂.....

HP13.1 ICT Acceptable Learner User Policy and Procedures

Safe network use and internet access.

Acknowledgement of Understanding: tpm Copy

I have read, understood and agree to comply with the terms of this policy and rules governing the use of the computer ICT Network, Internet access and Email and ICT Suites at the Company (**Training Plus merseyside Ltd. (tpm)**) or on the Company's mobile computer equipment offsite. I understand that violation and or breach of this policy may result in temporary or permanent removal of facilities, disciplinary action, including possible termination and or civil and criminal penalties.

User Name:	Date of Birth:	Signed:	Date:
Name of Parent or Guardian:		Signed:	Date:
