ICT Acceptable Use Policy for Learners

REF NO. ICT-MSS-002

Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: Senior Leadership Team (SLT)	
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ICT Acceptable Use Policy for Learners

The ICT Acceptable Use Policy prohibits learners abusing the ICT facilities. Use of ICT facilities is monitored and inappropriate use will result in learners being excluded from all Sutton College Centres. When using internet services provided by Sutton College, or accessing the internet through devices, you **must**:

- Be aware that Sutton College uses filtering software to automatically block access to some websites which it considers inappropriate or a potential security risk

- Contact your tutor immediately if you accidentally visit a site which contains material that might be deemed illegal, obscene or offensive so that it can be added to our list of blocked sites

- Never download or stream video, music files, games, software files or other computer programs that do not relate to your work - these types of files consume large quantities of internet bandwidth, storage space and may violate copyright laws.

- Never use a computer for any form of illegal activity, including music, gambling and software piracy

- Never use chat rooms, play games, listen to audio or any other inappropriate use of the Internet except with Tutor supervision.

- Never deliberately view, copy or circulate any material that:

  > Is sexually explicit or obscene

  > Is racist, sexist, homophobic, harassing or in any other way discriminatory or offensive

  > Contains images, cartoons or jokes that may cause offence

  > Contains material the possession of which would constitute a criminal offence

  > Promotes any form of criminal activity or radicalisation

- Be aware that if you use Sutton College internet services for personal use (eg. for online shopping), Sutton College will not accept liability for default of payment, failure to provide services, or for the security of any personal information you provide online

- Not attempt to gain access to another person's email files or data

- Never change or attempt to change the settings on any computer except with Tutor supervision.

- Run a virus check before using your own memory stick, external hard drive or any other storage device.

- Never use mobile phones, video and digital cameras to take any pictures or video film of learners or SUTTON COLLEGE employees and visitors without their knowledge and permission having been first obtained.

- Never post video or photographic material obtained during your course (i.e. videos of fellow learners or other people) on to YouTube, Facebook, or any other public site, unless it is part of your course and is posted to a private area within the relevant site and has the agreement of all involved.

You will be made aware of online security during your course and will agree to abide by any rules or requests made by SUTTON COLLEGE in order to keep you and fellow learners safe online, as well as the regulations of the sites you access.

Tutors may request permission to use your personal email address to communicate with you. Please note that this is at your discretion and we will keep this secure.

Some tutors will allow use of your own devices (e.g. smart phones or tablets) during the class and some courses. Please note that you bring your device (see BYOD Policy) at your own risk and that you will never be required to bring a device. During classes where mobile devices are used please note the following:

- Mobile devices are to be used only for work relevant to the class and not for personal communication.
- All the points above should be followed while using your own device during a class.

Tutors will not accept friend requests for your Facebook, Whatsapp or other social media accounts (such as twitter).

Learners are reminded that they must abide by Government legislation relating to ICT, for example The Computer Misuse Act, Copyright laws, Data Protection Act.

In the event of hardware failure, software failure, or virus outbreaks, SUTTON COLLEGE cannot be responsible for any damage occurring to a learner's property.

Learner Agreement

I fully understand that if I fail to comply with this policy, the Centre has the right to exclude me.

Reviewed July 2022

Please ask your tutor for a large print version of this policy.