

IT Acceptable Use Agreement for Learners

On Course South West has Information Technology (IT) equipment available and Internet access for learners at some venues. In addition, we undertake virtual learning classes. On Course South West expects its IT resources and virtual learning platforms to be used in a responsible way. You must follow the Online Safety Policy and read and sign the Acceptable Use of IT Systems and Internet Agreement and Learner Induction Declaration during your first session.

ACCEPTABLE USE OF OCSW'S IT SYSTEMS AND INTERNET: AGREEMENT FOR LEARNERS

Name of Learner:**When I use the OCSW's IT systems and access the internet at OCSW I will:**

- Always use the OCSW's IT systems and the internet responsibly and for educational purposes only
- Only use them when a tutor is present, or with a staff member's permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times
- Tell a staff member immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I'm finished working on it
- Make sure the learning environment is safe for and free of risk to yourself and others
- Make sure the learning environment is free of distractions

I will not:

- Access any inappropriate websites including social networking sites, chat rooms and gaming sites unless my tutor has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a tutor
- Use any inappropriate language when communicating online, including in emails
- Log in to OCSW's network using someone else's details
- View, download, store, print, create, access, or in any way circulate, items considered indecent, offensive, pornographic, defamatory, threatening, discriminatory or illegal
- Download or install software of any sort on OCSW computers or equipment without the prior agreement
- Download or circulate data including software, music and videos, in contravention of copyright and intellectual property laws
- Knowingly introduce or circulate a virus or other form of malware or attempt to access other computers or networks illegally or without permission
- Damage or attempt to damage any equipment or facilities
- Take, store or post anywhere, images or videos of individuals, without their prior consent
- Store or post anywhere, images or videos that include children or vulnerable individuals, where they can be identified by name, however indirectly that might be obtained
- Knowingly pose as someone else, including signing-in, or attempting to sign-in, to accounts held by anyone else
- Disclose to anyone else any password given to you by OCSW
- Waste staff effort or networked resources
- Corrupt or destroy other user's data, violate the privacy of others or disrupt the work of others
- Continue to use an item of software or hardware after a request has been made to cease
- Irrespective of the environment including when taking part in virtual learning refrain from smoking or drinking alcohol within the session

If I bring a personal mobile phone or other personal electronic device onto OCSW's premises:

I will use it responsibly with the tutor's permission and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online.

I agree that OCSW will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Portable storage media and portable devices disclaimer: Although OCSW uses robust and up-to-date anti-virus and firewall software, we cannot guarantee that learners' portable storage media, (such as USB flash drives and SD cards), or portable devices, (such as mobile 'phones and tablets), will not be infected with a virus. OCSW will not be held responsible for the deletion or corruption of files, software or firmware, held on portable storage media or devices. This applies to learners' own portable storage media and devices and to those provided by OCSW.

Signed:**Date:**