

Internet Acceptable Use Policy Agreement

Learner Guide

Introduction

New technologies have become integral to people's lives in today's society, both within TaylorITEX CIC's and in their lives outside of TaylorITEX CIC. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. All people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that all people using TaylorITEX CIC's ICT system will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that TaylorITEX CIC's ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- TaylorITEX CIC will try to ensure that students / pupils will have good access to ICT to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use TaylorITEX CIC 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 TaylorITEX CIC will monitor my use of the ICT systems, email and other digital communications.
- I will not share, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

Acceptable Use Policy Agreement (Cont.)

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

- I understand that the TaylorITEX CIC ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- 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 TaylorITEX CIC ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, Social Media (eg Facebook, Twitter) or video broadcasting (eg 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 images of anyone without their permission.

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

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in TaylorITEX CIC if I have permission. I understand that, if I do use my own devices in TaylorITEX CIC, I will follow the rules set out in this agreement, in the same way as if using TaylorITEX CIC 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:

I will not:

- View, make, publish or post images, text or materials that are, or might be considered as illegal, paedophilic or defamatory.
- View, make, publish or post images, text or materials that are, or might be considered as, indecent, obscene, pornographic or of a terrorist nature
- View, make, publish or post images, text or materials that are or might be considered as, discriminatory, offensive, abusive, racist or sexist when the context is a personal attack or might be considered as harassment

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 attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed

Acceptable Use Policy Agreement (Cont.)

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 TaylorITEX CIC:

- I understand that the TaylorITEX CIC 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 TaylorITEX CIC and where they involve my association of the TaylorITEX CIC 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 Agreement, I will be subject to disciplinary action. This may include loss of access to the TaylorITEX CIC network / internet, suspensions from services, 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 Internet Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to TaylorITEX CIC ICT systems.

This Policy will be reviewed annually

Signed:

JA Mitchem

Name: Director of Learning and Operations

Date: 28/07/2021

End



Learner's\User Internet Acceptable Use Agreement Form

This form relates to the Internet Acceptable Use Policy (IAUP), 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 Internet Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to TaylorITEX CIC ICT systems.

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

- I use the TaylorITEX CIC ICT systems and equipment (both in and out of TaylorITEX CIC)
- I use my own equipment in TaylorITEX CIC (when allowed) e.g. mobile phones, PDAs, cameras etc
- I use my own equipment out of TaylorITEX CIC in a way that is related to me being a member of this TaylorITEX CIC e.g. communicating with other members of the TaylorITEX CIC, accessing TaylorITEX CIC email, VLE, website etc.

Name

TaylorITEX Venue

Signed

Date