

Acceptable Use of Technology Policy – Learners and Parents/Carers

The Oaks recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners are protected from potential harm online. The internet and associated devices, such as computers, tablets, mobile phones and games consoles are an important part of everyday life which present positive and exciting opportunities, as well as challenges and risks.

This Acceptable Use Policy outlines our expectations of our learners when using technology both in and out of college.

e-Safety

Responsibility

- I know I must respect the College systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that online content might not always be true
- I know my online actions have offline consequences
- I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Privacy

- I will keep my password and personal information private
- I know I must always check my privacy settings are safe and private

Legal

- I know that my internet use is monitored to protect me and ensure I comply with the College acceptable use policy
- I am aware that copyright laws exist, and I need to ask permission before using other people's content and acknowledge any sources I use
- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages

Report

- I know that people online aren't always who they say they are and that I must always talk to a trusted adult before meeting any online contacts
- If anything happens online which makes me feel worried or uncomfortable then I will speak to an adult I trust and visit www.thinkuknow.co.uk

College-provided devices

This section is relevant to those learners provided with a computing device, owned by the College, for learners to use for remote learning at home.

Acceptable Use for Learners

- The device I have been given is for my use only. I will not let others use it
- I understand that the College has installed monitoring software and will be able to view all of my online activity
- I will keep food and drink away from my device to protect it from damage
- If I notice any problems with my device, I will report it immediately to my tutor
- I understand that the IT technician may require my device to be returned for updates and maintenance.
- If I lose my device I will tell my parents/carers and my tutor immediately.

Acceptable Use for Parents/Carers

- I understand that although the College has installed monitoring and filtering software, it is very difficult to filter all content. I will report any concerns to the College
- I will ensure that my young person's device is charged overnight so it is ready to use the following day
- I will visually inspect the charger on a regular basis to ensure it isn't damaged. If I see any damage I will contact the College immediately
- I understand that the College may request the device to be returned for updates and maintenance at any time.
- I understand that the device is warrantied against defects and insured against accidental damage for the life of the device. Any accidental damage should be reported to the College immediately
- I accept that the device must be covered against theft under my home insurance. In the event of a theft, I will claim against my insurance for a replacement device. If the device is not insured, I will be responsible for the full financial cost of device replacement.

The Oaks Acceptable Use of Technology Policy

I, with my parents/carers, have read and understood the Acceptable Use of Technology Policy (AUP).

I agree to follow the AUP when:

1. I use College systems and devices, both on and offsite
2. I use my own devices in College when allowed, including mobile phones, gaming devices, and cameras.
3. I use my own equipment out of the College, in a way that is related to me being a member of the College community, including communicating with other members of the College or accessing College email, learning platform or website.

Name.....

Signed.....

Date.....

Parent/Carer's Name.....

Parent/Carer's Signature.....

Date.....