

At Skills Centre Plus, we are proud to offer availability of modern technology and a reliable IT system. The centre has and continues to make investment to maintain the IT systems and equipment we provide to our students and staff. As users, we are all responsible for the care and correct use of the IT systems and equipment. The use of the IT systems and equipment is a privilege and not a right. For this reason, we expect all users to adhere to certain rules that are designed to ensure that the IT systems are used in a safe and appropriate manner. This policy outlines our expectations for the correct use of the Centre's IT systems and equipment.

1. I understand that the Skills Centre Plus owns the computer network and can set rules for its use.
2. I understand that all IT usage in the centre is monitored and logged including email and internet use in accordance with GDPR regulations.
3. I will log on/off the systems appropriately and always keep my password private and secure. I will not share any passwords with other users.
4. I will not attempt to access any inappropriate material, chat rooms, instant messaging systems or social media platforms from the Centre's system. Any accidental access must be reported immediately.
5. I understand that I am responsible for the IT equipment I am using, and I will report any issues or damage to the appropriate person immediately.
6. I will not attempt to download any games or programs on the IT system.
7. I will not stream content or play any online games that are not applicable to the lesson I am in.
8. I will not use the Centre's systems to reproduce any copyrighted materials.
9. I will only use the Centre's Google Drive to store work related files. I understand that any non-work-related files will be removed.
10. I will not intentionally damage any Centre's equipment and will report accidental damage to my tutor or the IT support team ASAP.
11. I will not bring any personal IT equipment into the Centre without permission.
12. I will not attempt to gain access to any systems other than those I am permitted to use.
13. I will not use the IT systems to abuse, bully or insult others.
14. I understand that any misuse of the systems will be reported to the company managers and IT team, which may result in appropriate sanctions depending on the severity of the incident.
15. I understand the Centre will make all reasonable attempts to filter any inappropriate web content in line with government guidance issued from time to time.

This policy will be reviewed yearly by the managers and the IT team. If you have any queries regarding this, please contact either Mr Nigel Longstaff or Mr Paul Townsley (Managing Directors).

Student declaration

I confirm I have read and understood the Skills Centre Plus IT acceptable use policy and understand that I will be held responsible for my actions. I also understand that the Centre will make all reasonable attempts to filter any inappropriate web content in line with “Keeping Children Safe in Education” guidance issued by the Department for Education, a copy of which is available from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

Full Name

Signed

Date

DD / MM / YYYY

Parent/Carer declaration

I confirm I have read and understood the Skills Centre Plus IT acceptable use policy and understand that my child will be held responsible for their actions. I also understand that the Centre will make all reasonable attempts to filter any inappropriate web content in line with “Keeping Children Safe in Education” guidance issued by the Department for Education, a copy of which is available from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

Name (Full name)

Signed

Date

DD / MM / YYYY