

### Centre Policy

New technologies have become integral to the lives of young people in today's society, both within our centres and in their lives outside the centres. The internet and other digital information and communications technologies are powerful tools, which open new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

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 investments 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 Skills Centre IT systems and equipment.

### This Acceptable Use Policy is intended to ensure:

- That staff and students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That the centres' ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff and students are protected from potential risk in their use of ICT in their everyday work.

The centre will strive to ensure that you will have good access to ICT to enhance your work, to enhance your learning opportunities and will, in return, expect you to agree to be responsible users.

### Acceptable Use Policy Agreement

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 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 the acting Principal - Mr Russ Nixon.

### **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.

Full Name:

Signed:

Date:

### **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.

Full Name:

Signed:

Date: