



# Information, Computer and Technologies Learner, Parent / Carer Acceptable Use Policy

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP029	February 2018	February 2019	Principal

*Empowering learners to shape their future*

# HORIZONS COLLEGE

## INFORMATION, COMPUTER AND TECHNOLOGIES LEARNER, PARENT / CARER ACCEPTABLE USE POLICY

### 1. Access to Learner' Information, Computer and Technologies (ICT) Provision

- 1.1 As part of Horizons College's ICT programme, the College offers learners supervised access to Horizons College network and the Internet. Before Horizons College allows learners to use Horizons College Network and the Internet, the College must obtain parental / carers permission. Both parents / carers and learners (where appropriate) must sign and return the enclosed leaflet as evidence of parents / carers approval and learners acceptance (where appropriate) of the rules on this matter.
- 1.2 Although Internet use is monitored, and learners are guided towards appropriate material in the College, families will wish to be aware that some learners may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. However, the benefits to learners from access to the Internet exceed any disadvantages.
- 1.3 Ultimately it is the responsibility of parents and carers of young people / vulnerable adults for setting and conveying the standards that their young people / vulnerable adult should follow. Horizons College therefore supports and respects each family's right to decide whether to apply for access.
- 1.4 Parents / carers are requested to go through the statements with their young person / vulnerable adult (if appropriate) to ensure they are clear about what is expected.
- 1.5 Use of the Internet and Horizons College's ICT provision is a privilege which will be removed if abused. Abuse of the system will be dealt with in accordance with Horizons College's Sanctions Policy.
- 1.6 If the parent / carer decides to support their young person's / vulnerable adult's application for access to the Internet and use of Horizons College's IT Network, the form in Appendix 1 is to be completed and returned to Horizons College with the young person / vulnerable adult. Once completed and returned, this agreement will cover the young person / vulnerable adult for the duration of their time at Horizons College.

### 2. E-Safety Guidelines

- 2.1 To keep safe, learners should:
  - a. Use websites recommended by Learning Leads and use a learner friendly search engine.
  - b. Consider who created a website and possible bias within information.
  - c. Only email people they know (why not consider setting up an address book?).
  - d. Exercise caution before opening an email sent by someone they don't know.
  - e. Use Internet chat rooms, websites, instant messaging etc with caution and know how to block and report unwanted users.

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- f. Not use their real name when using games or websites on the Internet, (create a nick name).
- g. Never give out any personal information about themselves, friends or family online including address, phone or mobile number.
- h. Never email the College name (even to a friend).
- i. Never arrange to meet anyone alone, and always tell an adult first and meet in a public place.
- j. Only use a webcam with people they know.
- k. Tell an adult they trust immediately if they encounter anything they are unhappy with.
- l. Report concerns to the Child Exploitation & Online Protection Centre (CEOP).
- m. Avoid using websites they feel they could not tell you about.
- n. Be aware comments they make on Blogs and Wikis can be viewed by others.

## 2.2 Core Acceptable Use Policy (AUP) Statements:

- a. All users must take responsibility for their own use of new technologies, making sure that they use technology safely, responsibly and legally.
- b. All users must be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technology.
- c. No communications device, whether College provided or personally owned, should be used for the bullying or harassment of others in any form.
- d. No applications or services accessed by users may be used to bring Horizons College, or its members, into disrepute.
- e. All users have a responsibility to report any known misuses of technology, including the unacceptable behaviour of others to their Learning Lead or a member of the IT Support Team (Central Services).
- f. All users have a duty to respect the technical safeguards which are in place. Any attempt to breach technical safeguards, conceal network identities, or gain unauthorised access to systems and services, is not allowed under any circumstances.
- g. All users have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
- h. All users have a duty to protect their passwords and personal network logins, and should logoff the network when leaving workstations unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in anyway, using any technology, is not allowed under any circumstances.

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- i. All users have a responsibility to protect their own network area. Neither Staff nor learners should not give out their passwords to anyone else (except for the IT Support Team {Central Services} in the event of a support request) under any circumstances.
- j. All users should use the network responsibly. Wasting staff effort or networked resources, or using the resources in such a way to diminish the service for other network users, is not allowed under any circumstances.
- k. All users should understand that Horizons College reserves the right to monitor network activity and online communications, including any personal or private communications made via the College network.
- l. All users should be aware that in certain circumstances where unacceptable use is suspected, Horizons College reserves the right to use enhanced monitoring and procedures may come into action. This may include the power to check and / or confiscate personal technologies such as mobile phones.
- m. All users must take responsibility for reading and upholding the standards laid out in the AUP.
- n. All users should understand that the AUP is regularly reviewed and consistently enforced.
- o. Horizons College reserves the right to amend the AUP without prior notice.
- p. Learners will not be allowed access to an IT Suite without the supervision of a member of staff. In addition, a member of staff must be supervising always when a learner is either accessing the internet or sending emails.
- q. Staff and Learners must not give out personal addresses, telephone numbers, mobile phone numbers, email addresses etc of any member of staff or learner without the prior permission from the member of staff concerned or the parents / carers of the learner.
- r. Users must not download, upload or use any material which is subject to copyright without prior permission of the copyright owner.
- s. Under no circumstances should users view, upload, download or copy material of a nature or material that could be construed as unsuitable or illegal for young people / vulnerable adults, for example material of a threatening, violent, sexual, racist, mentally or physically abusive nature etc. If a learner is in any doubt, they must contact their Learning.
- t. Under no circumstances should Horizons College network internet facilities be used to order or purchase goods or services.
- u. Inappropriate language, aggressive behaviour or anything that could be interpreted as libel is not to be used.

## 2.3 Social Networking Rules (i.e. Facebook, Myspace, Twitter etc):

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- a. To ensure that Horizons College remains a safe environment learners are requested to comply with the following:
- Do not write anything on social networks about people including learners and staff of Horizons College;
  - Do not bring College life into the social networking sites;
  - Monitor comments - do not mention the College or home details;
  - Be careful who is 'befriended';
  - Make sure settings are private;
  - Know how to report inappropriate comments / abuse.
- b. If a learner is caught posting inappropriate comments about anyone:
- The learner's parents / carers will be informed;
  - The learner may face disciplinary actions;
  - The police will be informed;
  - It will be reported to the social networking site;
  - An apology will be compulsory;
  - The use of social networking sites is strictly forbidden in Horizons College, therefore, please ensure to make sensible choices.

Signed ..... Principal

Signed ..... Chair of Governors

Date .....

**\*new appendix document to be reviewed\***