



e-safety for learners: our policy.

A guide and agreement

Introduction

Technology has become so important in our lives these days. In education, work and in our personal lives.

The internet and mobile phone technologies are powerful tools, which open up new opportunities for everyone.

These technologies can stimulate discussion, promote creativity and help you to learn. For this reason, everyone at WBTC should have a right to safe internet access, when it is needed.

This policy is intended to ensure:

- that learners will be responsible users and stay safe while using the internet, tablets, and mobile phones for educational, work, personal and recreational use.
- that WBTC, and workplace ICT systems and users, are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

WBTC will try to ensure that learners will have good access to ICT to enhance their learning, and will, in return, expect the learners to agree to be responsible users.

We need you to agree with our policy!

The next section of this policy is for you to read, and then on the last page, agree to.

I understand that I must use WBTC's, and my workplace's, 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 WBTC and my workplace can monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself, or others, when online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and inform an appropriate person.
- I will immediately report any unpleasant or inappropriate material, or messages that make me feel uncomfortable when I see it online.
- I understand that everyone has equal rights to use technology as a resource.
- I understand that WBTC's 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 understand that my workplace's ICT systems are primarily intended for work 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 WBTC's, or my workplace's, ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. 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 WBTC and my workplace has a responsibility to maintain the security and integrity of the technology it offers me, and to ensure the smooth running of the organisation.
- I will only use my personal hand held/external devices (mobile phones/tablets/USB devices, etc.) at WBTC, and at work, if I have permission. I understand that, if I do use my own devices, in WBTC or work, I will follow the rules set out in this agreement, in the same way as if I was using WBTC's or work equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal, inappropriate or may cause harm or

distress to others. 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.

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 WBTC

- I understand that WBTC and my workplace 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 WBTC

or work (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this e-Safety Policy Agreement, I may be subject to disciplinary action. This may include loss of access to WBTC's, or my workplace's network/internet, suspensions, contact with parents, 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 e-Safety Agreement.

If you require more detailed information on e-Safety in social media, please see our [Staying Safe on Facebook Policy](#).

Learner e-Safety Agreement Form

This form relates to the e-Safety Policy Agreement, which is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the agreement.

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

- I use the WBTC and my workplace ICT systems and equipment
- I use my own equipment at WBTC or work (when allowed) e.g. mobile phones, cameras etc.
- I use my own equipment, out of WBTC or work, in a way that is related to me being a member of these organisations, e.g. communicating with other members of WBTC or work, accessing WBTC or work email, VLE, website, etc.

Name

Signed

Date