

Introduction

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

The internet, social media 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.

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.



WBTC

**HIGH QUALITY
APPRENTICESHIPS
AND TRAINING**

WBTC E-SAFETY FOR LEARNERS

- 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 towards 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 will not use others work and pass it off as my own and will ensure that anything I do use is properly referenced with details of the source.

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.

- The should NOT share their Google login details with anybody
- The Learner is responsible for joining the remote sessions online and should inform the session Facilitator if they aren't able to join on time. This should be done at least one hour prior to start of the training session to the session Facilitator's WBTC email address.
- When attending a remote session, the learner should aim to position themselves in an environment with as few distractions as possible.
- There must not be any inappropriate or offensive behaviour, including foul and abusive language in verbal, gesture or written form.
- The learner must be dressed appropriately.
- Learners should follow the Facilitator's instructions and communicate if the instructions can't be followed.
- All Learners of the remote session should treat each other with respect.
- All learners to have their cameras and microphones turned on for every session, unless advised otherwise by the session Facilitator. If this isn't possible, then learners should communicate via the 'chat' feature.
- All Learners to engage and contribute throughout each session.
- When training commences, the session Facilitator will announce that they have started recording the session. If you have any issues with your recording being shared amongst fellow learners, then you should bring it up immediately.