**Rules for Responsible Computer and Internet Use**

**Young Person’s Agreement**

All learners using St Eds computers, or the internet should sign this document as a record of their understanding of the rules governing computer and internet use.

St Eds reserves the right to monitor the use of the computers and the internet and to examine or delete files held on its computer systems

* I will not access files belonging to other people.
* I will not bring in and use any programs or materials from outside St Eds unless I have permission to do so.
* I will not use the internet without a member of staff knowing that I am doing so.
* I will always be polite and responsible when sending emails.
* I will not copy information created by other people and claim it is my own work.
* I will not give my home address, telephone number, photo or other personal details on an internet webpage or in an email unless I have permission to do so from a Tutor.
* I will not give out other people’s personal details on the internet or via email.
* I will report any email messages which are unpleasant, or which ask me for personal information, or request that I do something which might get me in trouble.
* I will report immediately any web page, which has messages on it, which are illegal or offensive.
* I will be careful when using the computer to not damage the equipment.
* I will not eat or drink near to the computer or when using the computer.
* I understand that St Eds staff check my computer files and check on which internet sites I have visited to ensure that I am keeping to these rules and legal action could be taken.
* I understand that I may be banned from accessing St Eds computers and the internet if I break these rules.
* I agree to respect and uphold British values at all times, including the online world.
* I understand that I will be asked to leave the course if I continually break these rules.

Signature:………………………………………………………….Date:………………………………..