**ICT Learner Policy**

**Introduction**

The welfare and security of our young people is the responsibility of all St Eds employees and volunteers. Therefore, each individual should be familiar with and take responsibility for the implementation of these internet guidelines in their own areas of work.

* Learners must be familiar with and conform to these guidelines
* Tutors must be familiar with these guidelines and monitor young people’s internet use to ensure that these guidelines are not breached.
* Tutors must ensure young people are supervised and monitored when accessing the internet
* Tutors should ensure that each young person understands and signs the ‘Rules for responsibility internet use’ agreement prior to accessing the internet.
* The Centre Manager should ensure that all staff are familiar with St Eds Internet guidance and ICT Policies

**Guidelines**

**Control and Monitoring**

Computers/networks used for Internet access should be fitted with:

* Content filtering facilities to block unsuitable sites
* ESET Anti-Virus or other such software virus protection to block viruses and other malicious software

**Monitoring Process**

* Learners should only be allowed to access St Eds computers and the internet if they have understood and signed the ‘Rules for Responsible Computer and Internet Use’ agreement
* Learners should only be allowed access to the Internet within a supervised and observed environment
* Tutors should ensure they discuss personal safety issues with young people on a regular basis
* During each access session the Tutor should be responsible for supervising access at any given time during that session
* All learner activities are monitored

**Acceptable Use and Legal Issues**

Internet facilities enable young people to handle a very wide range of information, including personal data, linking to large numbers of computers and other individuals across the world.

In this relatively uncontrolled environment, it is particularly important that young people are aware of and conform to the requirements set out in this document to ensure their security and wellbeing.

Law applying to computer and internet use include:

* The Computer Misuse Act
* The Copyright Act
* Health and Safety at Work Act – Safe Computer Use
* Data Protection Act

Furthermore, the following should also be diligently adhered to:

* Equality Act 2010
* Safeguarding Prevent Duty

Details of these Acts can be found on the internet or you can discuss these with your tutor.

**Specific information for Young People about appropriate Internet access and computer use**

These are the St Eds guidelines and must be followed when using St Eds computers at all times:

* Do not use a computer to harm other people or their work
* Do not damage the computer or the network in any way
* Do not download materials without permission or install any illegal software, shareware or freeware
* Do not view, send, or display offensive messages or pictures
* Do not wasted printer ink and paper
* Do not attempt to access another person’s folders, work or files
* Do tell your Tutor if you are concerned about any materials on the computer
* For your own safety, do not give out any personal information over the Internet or via email unless young have permission to do so from a member of staff
* For your own safety, do not arrange to meet anyone who contacts you over the internet or via email. You should report any contact of this type to a member of staff.
* Discuss with your Tutor which (if any) chatrooms or social networking sites are okay to use. Social networking should not be accessed during learning at St Eds.

**British values and Prevent Agenda**

British values are defined as ‘democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs’

St Eds expects its staff and learners alike to respect these values in the online world and report, in confidence, any perceived deviance from these values.