

## Learners IT Acceptable User Policy

This document is intended to make clear your responsibilities when using the Derwent Training internet and computer resources. Derwent Training resources must not be taken offsite.

Derwent Training provides computer resources and mobile computing technologies to support you with your studies. Typical activities may include word processing, Internet research, e-learning via the Virtual Learning Environment, and using software related to your course of study. Web-based communication tools, including email are permitted provided you do not breach the prohibited activities shown in this document. Some use of computers for recreational purposes is permissible when not in class time. In such circumstances, you must be prepared to give up the computer for anyone requiring it for study or academic use. Private e-commerce, i.e. buying legal goods or services for personal use on the Internet is permitted, but this is at your own risk. Your use of our computer facilities must comply with current legislation. This includes the Data Protection Acts 1984 and 1998, the Copyright, Designs & Patents Act 1988, and the Computer Misuse Act 1990.

**Desktops and laptop usage is tracked in terms of who is logged onto that piece of equipment at any given time. IT usage is monitored, and inappropriate use and particular words and phrases trigger an alert on the system. Such triggers are reported to senior staff. Follow up actions could include such things as disciplinary procedures, starting a safeguarding concern or raising a Prevent referral to support the country's counter-terrorism actions.**

### Copyright

Copyright law applies to the web as it does to any materials. Everything you browse on the web belongs to someone. You can usually make single copies of web materials for private study or research. Plagiarism (passing off another person's work as your own) is a breach of copyright and is unethical. Quoting from an author is likely to be acceptable provided the source is acknowledged. For further details of plagiarism, see the Learner Plagiarism Policy.

You should ask the copyright owner for permission if you intend to do any more than simply browsing it, unless the web site contains a clear statement that you may freely copy it. For example, if you intend to download music, it must be free from copyright restrictions.

### Whilst using Derwent Training's IT resources you must not

- alter the appearance of the equipment in any way, add or remove equipment to the network
- create, store, exchange, display, print or share offensive material (or material likely to cause annoyance, inconvenience or anxiety) in any form (including abusive email; pornographic material; as well as anything that depicts violence and/or incites or promotes terrorism; racism; homophobia; sexism or any other potential hate crime)
- violate the privacy of other users or harass others with unwanted email or electronic communication of any description
- deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any computing facility, or take deliberate action to get around any precautions taken or prescribed by Derwent Training to prevent this
- copy, examine, amend or delete the data or data structures of other users.
- change the default settings on software unless told to do so by a senior member of staff
- download and install new software unless told to do so by a senior member of staff
- use the Derwent Training resources to make money
- deliberately attempt to access facilities or services on the Derwent Training computer network to which you are not allowed
- deliberately tell other people your password

As well as the above, you must not do anything that may bring Derwent Training into disrepute.

### Sanctions

Any breach of this Policy will be subject to the Behaviour Management Policy. Any illegal activity will be reported to the relevant authority.

**I have read this policy and understand the conditions under which I can use Derwent Training's IT facilities.**

**Learner Name:**

**Signature:**

**Date:**

**It is not possible to anticipate every instance of activity likely to contravene this Policy. If you are in any doubt whether your proposed activity is permitted, then you should first seek further guidance from a member of staff. Also note that there is a Bring Your Own Device Policy should you wish to use your own laptop.**