

IT Acceptable Use for Learners Policy: 2025/26

Introduction

TMP College is committed to safeguarding and promoting the welfare of learners at our College. As part of our Safeguarding Policy and e-Safety Policy, we expect Learners to follow the guidelines within this document. Learners are responsible for their actions, conduct and behaviour whilst using TMP College's computer equipment. Use of technology should be safe, responsible and lawful.

Abusing TMP College's computer services can result in disciplinary action including losing your place in College and the passing on of your details to a suitable authority. It is important that you understand your responsibilities, therefore, if you are ever unsure about what is allowed you should always ask a member of staff.

Using College Computer Equipment

You must not use College equipment to undertake any form of Cyber bullying including (but not limited to) making abusive comments, sharing pictures, videos or personal information without consent, creating or posting on websites to make fun or spread malicious rumours about someone or blackmailing individuals for any purpose.

- Do not eat or drink in computer areas
- Leave areas tidy when you leave
- Do not move computer equipment unless specifically asked to by a member of staff
- Do not change any of the system settings and passwords
- Report any faults to a member of staff
- Do not install any software unless specifically asked to by a member of staff for educational purposes
- Do not make copies of any software, music or video files downloaded from the Internet

Hygiene Precautions

All learners are expected to use anti-bacterial wipes (provided by TMP College) to disinfect mouse, keyboards or tablets and touch screen equipment before using any of the College IT equipment and to clean them afterwards.

Use of Artificial Intelligence

TMP College will support students to embrace AI responsibly such that they are able to harness the power of technology to enrich their education. Students are allowed to use generative AI tools as a resource in any course component where online tools are accessible. There may be specific restrictions on using AI for certain assessments, which will be communicated appropriately by teaching staff. If irresponsible use of AI is suspected then it will need to be investigated further for possible student misconduct.

Using the Internet and Email in college

For your own protection and that of others, your college accounts and internet browsing history will be monitored by TMP College. This includes the use e-mail and other messaging applications provided for college use.

Use the Internet to search for and access materials that are linked to your studies.

The Internet must not be used for:

- Downloading illegal, offensive, or obscene material
- Creating, downloading, or accessing materials that are obscene, defamatory, infringe copyright, infringe personal liberties, or promote extreme political views or radicalisation
- Creating commercial websites
- Downloading program files, including gaming software or media files (unless this is part of your studies, and your tutor has given consent)
- The downloading of any form of 'virus' software

You must not send any offensive messages by email. TMP College can pass on your details to a suitable authority if anyone complains about an email you have sent.

You must not log on to anyone else's accounts, access their files / emails, or destroy, copy, alter or move anyone else's files.

Do not change any access rights to folders on computers or network areas

Mobile Phones

Learners may bring their mobile phones to TMP College at their own risk and should be used respectfully and quietly at break-times and in free periods only.

Mobile phones may be used in class when directed by the tutor.

Tablets and other Electronic Equipment Protocol

Electronic equipment and devices such as smart phones, tablet computers, laptops, iPads, smart watches and MP3 players are brought onto TMP College premises entirely at the risk of the learner. Inappropriate use of such equipment will be dealt with in accordance with TMP College's IT Acceptable Use Policy.

Agreeing to this policy

During your enrolment onto a course at TMP College, all learners must sign this document to confirm acceptance of TMP College's IT Acceptable Use Policy.

Signed: _____ Name: _____ Date _____