



IT Acceptable Use for Learners Policy: 2024/25

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 the consent of the owner, 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

COVID 19 Hygiene Precautions

All learners are expected to use hand sanitizer and the 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.

All learners must also use the anti-bacterial wipes provided to disinfect IT equipment when you have finished using equipment.

Using the Internet and Email in college

For your own protection and that of others, your use of e-mail and of the internet will be monitored by TMP College.

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 Phone Protocol

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

Mobile telephones should be switched off (and not just in silent mode) during lesson times.

Tablets and other Electronic Equipment Protocol

Electronic equipment such as Tablet computers, laptops, iPads, 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 this 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 _____