Learner Acceptable Use of Technology Policy Agreement

Digital technologies have become integral to the lives of learners today both within and outside of education. The internet and other digital information and communications technologies are powerful tools which open new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. All learners should always have an entitlement to safe internet access.

This Acceptable Use Policy is intended to ensure that:

Learners will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use.

We do all we can to continue to fulfil the **Prevent duty**

Our digital and ICT (Information and Communication Technology) systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Learners abide by all legal Requirement in the use of ICT / Digital Technologies, including AI.

We will try to ensure learners have good access to ICT inclusive of remote online delivery, and e-portfolio to enhance learning.

Acceptable Use Policy Agreement

Learning

- Understand ICT systems are intended only for educational use.
- If I need to learn online, I will follow the Online/Remote Learning policy – see below
- Personal device/mobile will only be used if directed to do so by a tutor; kept in bags and muted
- Use of AI has a benefit but can also pose risk, including, but not limited to, bullying and harassment, abuse and exploitation, privacy and data protection risks, plagiarism and cheating, and inaccurate, harmful and/or biased material. Additionally, its use can pose moral, ethical and legal concerns if not carefully managed. I understand that the use of

  AI and its use within the Academy must be followed alongside the online policy where clear guidance is stipulated.
- Any misuse of AI will be responded to in line with relevant Academy policies: Online Safety, Exam Regulations, learner expectations and behaviours. This also includes:
- Consensual and non-consensual of self-generated images/and or videos including those generated using AI including but not limited to:
- Deepfakes
- Unauthorised or inappropriate imagery
- Sites promoting self-harm, suicide, pro eating disorder or other prohibited or reportable content + any misuse or suspected misuse must be signposted to the DSL/DSO.

- Digital Concerns Reporting form: is to be completed against any Online or Social Media Incident reported by a learner. This one aspect safeguarding learners in their use of the digital world.

Safety

- My internet use is safe and legal and am aware that online actions have offline consequences.
- I understand that Reflections Training Academy will monitor my use of the Academy ICT systems, email and other digital communication through Lan school and SonicWALL.
- Not disclose or share any personal information about me or others when online using Academy systems.
- I know that people online are not always who they say they are and that I must be vigilant and take precautions when engaging in chatting or arranging to meet any online contacts.

Privacy

- Always ensure your privacy settings are safe and private.
- I will not disclose or share personal information about myself or others when on-line when using Academy ICT systems.
- You must keep usernames and passwords secure at all times; **do not** share them with other learners or try to use any other learner's usernames and passwords.
- I will not take and add others' contact numbers from any Reflections Training Academy established groups such as WhatsApp.

Responsibility and Reliability

- Will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Respect systems and equipment and if I cannot be responsible then I will lose the right to use them
- Will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language. I appreciate others may have different opinions.
- Will check any information online is reliable and accurate and be aware of misinformation and disinformation.
- Academy ICT systems are not to be used for personal financial gain, gambling, political purposes, shopping or file sharing

Respect

- Bullying in any form is not tolerated and technology **must** not be used for any form of harassment.
- Will not try to upload, download, or access any materials which are illegal, inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- Will not take, distribute or post images/videos of anyone in the academy.

Legal

- Will not use Reflections Training Academy's ICT systems to communicate any views that are extreme, radical or offensive.
- Cybercrime can be a criminal offence, for example gaining unauthorised access to systems (hacking) and making, supplying or obtaining malware.
- It is a criminal offence to send threatening and offensive messages.
- Can be a criminal offence and breach to policy in downloading, sharing inappropriate images/videos or other materials online.

Report

- Reporting of any inappropriate material, messages or misuse of technology should be reported immediately to a member of Reflections staff. Links for online reporting networks can be found on Safeguarding Padlet.
- Further information can be found at: www.ceopeducation.co.uk, www.childnet.com, www.childline.org.uk

Remote online sessions

- I must attend **Reflections** *Training Academy* 's remote online sessions in a responsible way to ensure that there is no risk to my safety or to the safety and security of the session and other attendees
- Agree that I will not share the session links or passcodes with others
- Attend the scheduled session at the agreed times and dates and understand non-attendance to sessions will be reported to my employer.
- Behaviour and conduct will be the same as attending the training academy; contribute fully to the session and not do anything to disrupt or impact to the session delivery.
- Required to always have my camera on during the session; Mic will be muted unless I am required to contribute.
- Be in an appropriate area or room for the session, free from distractions or background noise and be suitably dressed for a training session.
- Session will be recorded for safety and security purposes; tutor will have full control over the session.
- If I am unhappy about anything within the session, I will need to raise a complaint within 5 days of session taking place.

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Agreement

I have read and understood the above and agree to follow the process and procedure outlined in the Learner Acceptable Use Agreement and:

- I understand the academy has the right to act in line with the Learner Disciplinary Procedure against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement and where they involve my association with the organisation (such as cyberbullying, unauthorised or inappropriate images, posting or accessing extreme or offensive views).

- I understand that if I fail to comply with this Learner Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to **Reflections** *Training Academy*'s network / internet, suspension, contact with employer and, in the event of illegal activities, involvement of the police or relevant agencies.

- I agree to report any online safety concerns including filtering breaches or receipt of inappropriate material to the Designated Safeguarding Lead, **Suzanne Sewell: 07425607820 or** suzanne.sewell@reflectionstraining.co.uk (Bristol & Birmingham) or Designated Safeguarding Office, **Louise Forde: 07500668567 or** louise.forde@reflectionstraining.co.uk (Birmingham)

- Reflections Training Academy have the right to monitor digital activity on all systems.

Name of Learner:		**Group:**	
Signed:		**Date:**	