

ACCEPTABLE USE POLICY

IT, including the internet, e-mail and mobile technologies, has become an important part of learning and a major part of people’s personal lives. These technologies are powerful tools, which open new opportunities for everyone. MRG Services UK Limited believe that young people should have an entitlement to safe internet access and expects all learners to be responsible when using any IT. For learner safety, your internet activity on company equipment is monitored and logs are kept of activity. These logs include who is accessing what material and for how long.

Acceptable Use Policy Agreement

I understand that I must use MRG Services UK Limited IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I will make sure that all IT contact with other people is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed at college. If I accidentally find anything like this, I will close the screen and tell a member of staff immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I know that the provider may check my use of IT and monitor the Internet sites I have visited, and that my parent/carer will be contacted if a member of college staff is concerned about my e-safety.
- I will be aware of “stranger danger” when communicating online.
- If I arrange to meet people offline that I have communicated with online, I will do so in a public place and take someone responsible with me.
- I will not share images of anyone without their permission.

I understand that everyone has equal rights to use technology as a resource and:

- I will only use IT in college for college purposes.
- I will only open e-mail attachments from people I know, or who my tutor has approved.
- I will not tell other people my IT passwords.
- I will only open/delete my own files.
- I will not bring software, CDs or IT equipment into college without permission.
- I will only use the Internet after being given permission from a tutor.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the provider systems or devices for online gaming, online gambling, internet shopping, file sharing or video broadcasting unless I have permission from a member of staff to do so.

I understand that I am responsible for my actions, both in and out of college:

- I understand that MRG Services UK Limited has the right to take action against me if I am involved in incidents of inappropriate behaviour, which are covered in this agreement, e.g. Cyber bullying.

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Section:	Safeguarding	Reviewer	Quality Manager
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MRG Services UK Limited

ACCEPTABLE USE AGREEMENT (Learner)

This form relates to the Learner Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to the Provider IT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use MRG Services UK Limited systems and devices.
- I use my own devices in MRG Services UK Limited (when allowed) e.g. mobile phones, USB devices, cameras etc
- I use my own equipment out of MRG Services UK Limited in a way that is related to my learning e.g. communicating with other members of the provider, VLE, website etc.

Name of Learner (PRINT)

Programme

Signed by Learner

Signed by MRG Representative

Date

(Please detach this page and hand it to your Assessor / Mentor)

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