



Adult Learning Kirklees

Acceptable User Policy 2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be devised, reviewed and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: July 2022	Date of Renewal: July 2024
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Acceptable Use Policy for Learners

I understand that use of the internet and electronic communication is granted to me in return for my acceptance of this agreement. Any misuse on my part may result in loss of that use and other sanctions being taken. This also applies to any activity undertaken outside sessions which contravenes the acceptable use rules of the course.

All online activity will be appropriate to:

- ensure the safety and security of the system.
- ensure respect for all members of the community.
- maintain the reputation of the provider.

In particular this means:

I will only access the IT system and internet via my authorised account and password, which I will not make available to others.

I will ensure that I do not willfully damage the network by means of malicious code (e.g. virus infections, malware), hacking or physical tampering.

Language which I use in electronic communication will be appropriate and suitable, as for all course work.

I will respect copyright of all materials.

I will not willfully interfere with and /or delete another person's work files.

I will not send or forward messages, publish or create material, which is offensive, hurtful or otherwise upsetting to another person. Nor will I post anonymous messages or forward chain messages.

I will not use a mobile phone, camera, or other electronic device to take, publish or circulate pictures or videos of anyone without their permission.

Personal devices such as my mobile phone or wearable technology will be used and in line with provider policy.

In addition I understand that:

Use of the network to knowingly access inappropriate materials such as pornographic, racist, or offensive material is forbidden and may constitute a criminal offence.

Guidelines for safe use of the internet must be followed and I will report any materials or conduct which I feel is unacceptable.

The provider reserves the right to examine or delete any files that may be held on its computer system, to monitor any websites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

Full name.....

I confirm that I have read and understood this policy.

Signed..... Date.....