



Online Safety & Acceptable ICT Use Policy

October 2023

Trainee Online Safety & ICT Acceptable Use Policy

Sand Project Statements for Trainee

- I know that my use of college devices and internet access will be monitored
- **I will only use SAND Project social media sites for the sharing of work-related content that promotes positive professional stories about The Sand Project and learning progress.**
- **If I use my own personal 4/5G data in College time, I will ensure that my use is legal and appropriate. SAND staff can check my browsing history even if I use my own data.**
- I know that bullying in any form (on and offline) is not tolerated and I know that technology should not be used for harassment
- I will not deliberately upload, add or share any images, video, sounds or text that could upset, threaten the safety of or offend any member of the college community
- I will protect my personal information online
- I will use college equipment respectfully and carefully
- **I will not access or change other people files, accounts or information**
- I will only upload appropriate pictures or videos of others online and when they are relevant, and I have permission
- I will not share my passwords with other trainees
- I know I must always check my privacy settings are safe and private
- I will only use my personal device/mobile phone during designated break times
- I will make sure that my internet use is safe and legal, and I am aware that online actions have offline consequences
- I know that use of the colleges' ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- If I am aware of anyone trying to misuse technology, I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another trainee which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Acceptable Use Policy brief statement

At The Sand Project we want to ensure that all members of our community are safe and responsible users of technology. We will support our trainees to...

- Become empowered and responsible digital creators and users
- Use our resources and technology safely, carefully and responsibly
- Be kind online and help us to create a community that is respectful and caring, on and offline
- Be safe and sensible online and always know that you can talk to a trusted adult if you need help

Use of Devices On-Site

Under NO circumstances is a trainee of The Sand Project authorised to engage in any illegal activity while connected to our network, whether this is on a college device or their own personal device.

For security purposes The Sand Project may monitor your network traffic at any time. Your browsing history must be made available for the duration of internet use WITHIN THE COLLEGE.

Learner Acceptable Use Policy Agreement Form

I have read and understood the Online Safet & Acceptable ICT Use Policy.

I agree to follow this when:

- 1. I use college systems and devices, both on and offsite**
- 2. I use my own devices in college, when allowed, including mobile phones, gaming devices and cameras**
- 3. I use my own equipment out of college, in a way that is related to my college, including communicating with other members of the college, social media or our website.**

Name.....

Signature.....

Dated.....