E-SAFETY

New technologies have become integral to our lives in today's society, within education, work and lives outside of this. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussions, promote creativity and stimulate awareness of context to promote effective learning. Everyone should always be entitled 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 communication technologies for educational, work, personal and recreational use.

* That First Intuition and workplace ICT systems and users are protected from accidental and deliberate misuse that could put the security of the systems and users at risk.

* First Intuition will try and ensure that learners have good access to ICT to enhance their learning and will in return expect Learners to agree to be responsible users.

* This policy aims to ensure that learners understand that they must use First Intuition's and their workplace ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

FOR THE LEARNER'S OWN PERSONAL SAFETY:

* They understand that FI and their workplace can monitor their use of the ICT systems, emails and other digital communications.

* They will treat their username and password like their toothbrush – They will not share it, nor will they try to use any other person's username and password.

* They will be aware of 'stranger danger' when they are communicating online.

* They will not disclose or share personal information about themselves or others when online.

* If they arrange to meet people off-line that they have communicated with online, they will do so in a public place and inform an appropriate person.

* They will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.

* They understand that everyone has equal rights to use technology as a resource.

* They understand that FI's ICT systems are primarily intended for educational use and that they will not use the systems for personal or recreational use unless they have permission to do so.

* They understand that their workplace ICT systems are primarily intended for work use and that they will not use the systems for personal or recreational use unless they have permission to do so.

* They will not try (unless they 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.

E-SAFETY

* They will not use FI's or their workplace's ICT systems for online gaming, gambling, internet shopping, file sharing or video broadcasting (e.g. You Tube) unless they have permission from a member of staff to do so.

LEARNERS WILL ACT AS THEY EXPECT OTHERS TO ACT TOWARDS THEM:

* They 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.

* They will be polite and responsible when they communicate with others; they will not use strong, aggressive or inappropriate language and they appreciate that others may have different opinions.

* They will not take or distribute images of anyone without their permission.