**Sense College**

**Student/Supported Individual Acceptable Use Agreement**

This Acceptable Use Agreement is intended to ensure that:

* You will be a responsible user and stay safe when using the internet;
* You will use computers and digital technologies properly for educational, personal and recreational use;
* You will take care and help to protect college systems and users from accidental or deliberate misuse or harm.

**ACCEPTABLE USE AGREEMENT - DECLARATION**

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| --- | --- | --- | --- |
| Name: |  | MCA Capacity / Support Need: |  |

**I will use the college systems in a responsible way, to ensure that there is no risk to my safety or the safety and security of other users or college system.**

**For my own personal safety:**

* I know that Sense College will monitor/look at my use of the computers, equipment, internet and digital communications.
* I WILL be aware of ‘stranger danger’ and know how to stay safe when I am communicating online.
* I WILL tell staff if I see anything that is unfriendly or that makes me feel uncomfortable or upset.
* I will tell staff if some online harasses me or wants to talk about rude things.
* I will NOT give personal information about myself to anyone online.
* I will NOT give my username or password to anyone else.
* I will NOT fill out forms or enter my information to win free things

**For the safety of college and other people:**

* I WILL tell staff straight away about any damage or problems with the computers and equipment.
* I WILL check with staff first before I:
  + Use social media sites
  + Download or upload any files
  + Open emails or messages from people I don’t know
  + Use the computer for personal tasks
* I will NOT access or look at anything that is illegal or inappropriate or that may upset other people.
* I will NOT use anyone else/s username or password.

**I understand that everyone has equal rights to use technologies and resources:**

* I WILL only use the internet and technology equipment for college work.
* I will NOT use the college internet or equipment for shopping, online gaming, gambling or video sharing (e.g. YouTube) unless I have permission from a member of staff to do so.
* I will NOT copy of files (including music and videos)

**I will act appropriately and respect others:**

* I WILL respect other people’s work and things.
* I WILL be polite and responsible when I communicate with others.
* I will NOT use strong, aggressive or inappropriate language.
* I will NOT take or send images of anyone without their permission.

**I am responsible for my actions:**

* I know that if I do not follow these rules, I will not be allowed to access the internet or technology equipment and may also put my college placement at risk
* I know that if I am involved in any incident or inappropriate behaviour, safeguarding procedures might mean that further action could be taken.

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| Please note below any other discussions, explanations or agreements that have taken place |
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| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| \*If proxy – state name/relationship to learner: |  | | |