**SENSE COLLEGE**

**STUDENT/SUPPORTED INDIVIDUAL’S CREDENTIALS –**

**SUPPORT BY STAFF**

**Guidance**

This guidance provides a summary of the requirements and actions that staff should take when supporting students/supported individuals to login to college computer systems requiring usernames and passwords to access them.

The aim of this process is to protect staff when using IT and the internet, particularly at those times when there is a need to know the login credentials provided for students/supported individuals use and to protect the students/supported individuals themselves from misuse/abuse. This document should be read as a general principles summary, rather than an exhaustive guide.

This guidance should be read alongside the Sense College E-Safety Policy, which should be applied at all times. This document also relates to other Sense policies and acceptable use agreements.

**Working with Students/Supported Individuals**

All staff that support students/supported individuals to access IT or the internet have a responsibility to ensure that they are used responsibly, appropriately and safely.

Some students/supported individuals may not fully understand the concept of ‘safety’, so a number of ‘rules’ can be provided to help guide and support this.

Although a student/supported individual may be provided with their own Sense credentials and be able to access and use college computers and internet, they may require support to be able to remember and enter login usernames and passwords into the systems.

An allocated/dedicated member of staff, such as a mentor or personal tutor, who supports the student/supported individual with IT/computer access may need to have the knowledge of the student/supported individual’s password, but they must never use these credentials for their own use or to mask other activity.

If a breach of this process is discovered and a staff member is found to be inappropriately utilising a student’s/supported individual’s login credentials, they will be subject to Sense’s Safeguarding processes and disciplinary procedures.

**Support Knowledge of Login Credentials – Staff Declaration**

Any staff member that has the knowledge of another person’s Sense login credentials (including username, password and in some cases a safe word) – particularly that of a student/supported individual – must complete the declaration below.

**I understand that as part of my role and the support I provide to students/supported individuals, I may be required to have knowledge of individual’s own Sense login credentials – such as username and password.**

**I will not disclose any information, usernames and passwords that I may have knowledge of, to anyone else.**

**I will not utilise anyone else’s login credentials for any other purpose than to support the individual user that the credentials belong to.**

**I will not utilise anyone else’s login credentials to undertake any work or personal use, or to mask other activities/uses.**

**I understand that if I breach this declaration and the associated E-Safety Policy I will be subject to Safeguarding processes and Sense’s disciplinary processes.**

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| **Signed:** |  | **Date:** |  |
| **Name:** |  |  |