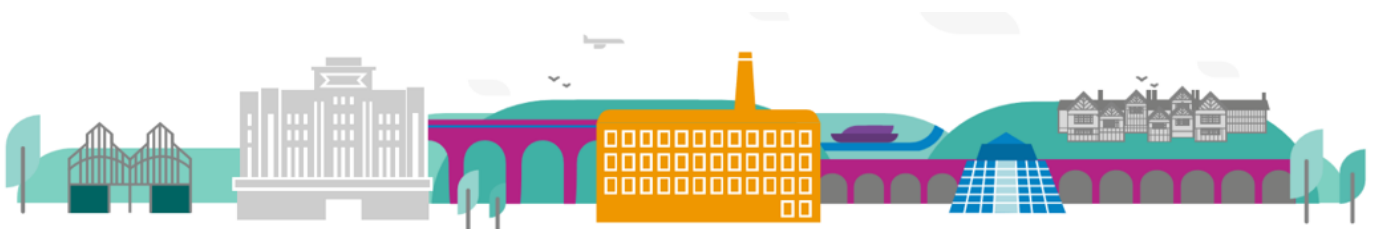




STOCKPORT CONTINUING EDUCATION SERVICE

Acceptable User Policy 2023-2024

Produced by:	Stockport Continuing Education Service Services to Place Directorate
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CONTENT

POLICY AIMS AND INTENTION	3
ONLINE LEARNER AGREEMENT	3
ONLINE SAFETY	3-4

POLICY AIMS AND INTENTION

Everyone has a right to be treated with fairness, dignity, integrity and respect regardless of their age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation or gender reassignment.

Learners should take care that their actions do not undermine the dignity and respect of other people or encourage others to be disrespectful to any individual or group. They must ensure that:

- Their conduct does not discriminate, victimise, harass or be perceived as bullying towards others.
- They are familiar with and follow the council's policies on equality, diversity and dignity at work, and they develop and maintain appropriate skills in valuing diversity.

ONLINE LEARNER AGREEMENT

- I will be responsible for my internet behaviour, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally encounter any such material, I will report it immediately to the tutor.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to my tutor or Safeguarding lead.
- I understand that my internet use at Stockport Continuing Education Service will be monitored and logged and can be made available to the manager. I understand that these rules are designed to keep me safe and that if I choose not to follow them I may be subjected to an investigation and, or legal prosecution.

ONLINE SAFETY

- **Keep it to Yourself** - Never post personal information such as your address, email address or mobile number online. Using a nickname (where possible) instead of your full name to protect your personal information is also a good idea.
- **Think Before You Post** - Think carefully before posting pictures or videos of yourself. Once you've posted a photo online, most people can see it and could even download it, so it's no longer your property. Even if you delete it later, it could remain available online and be shared with people you don't know.
- **Privacy** - Use your privacy settings to protect yourself online. Keep your privacy settings as high as possible, and make sure only friends you've approved can see your posts and images. If you aren't comfortable with any online content, you can get special software to filter what you have access to.
- **Protection** - Set up a PIN or password on all your devices to protect your personal information. Create a strong password for your online accounts and never give out your passwords – you could be at risk of identity theft or online hacking (someone gaining illegal access to your computer).
- **Stay Alert** - Don't befriend people you don't know, as that's allowing strangers access to your personal information. Report any inappropriate contact, messages, conversations or online behaviour to a carer or teacher and contact your online service provider or, where necessary, the police.

ONLINE SAFETY

- **Stranger Danger** - Don't meet up with people you've met online. People create false personas online, so not everyone is who they say they are. The person you think you have been chatting to may not be the same person when you meet, so you'll be putting yourself at risk. Speak to your tutor about people who suggest you meet up with them.
- **Don't Post to Impress** - Don't succumb to peer pressure online. What seems like a good idea when classmates are egging you on could be something you live to regret. Once you have pressed 'send', it's too late to decide it was a bad idea. And remember, true friends wouldn't encourage you to do something you're uncomfortable with, so never post just to impress.
- **Maintain Control** - Stay in control of what you share. Always think carefully before you post online to protect your online reputation. Your content could last forever and be publicly shared by others, so don't make statements or comments you could regret. Remember that potential colleges or employers could find you online and form an impression of you.
- **Be Respectful** - Respect the laws that are in place to protect you by only using reliable services and trusted media providers for your music or TV. Also, respect other people's views, even if you disagree with them. Allow others to express themselves, and don't be rude if you don't share their opinion, but report anything that is unkind, threatening or could be perceived as bullying.
- **Report Any Concerns** - If you see something online that makes you feel uncomfortable, unsafe or worried, leave the website, turn off your computer if you want to and tell your tutor or a member of staff. You can also report any concerns to the Designated Safeguarding Lead who is based at the Centre, just ask reception or call 0161 474 5809 / 07800617949, or by email: scs.safeguarding@stockport.gov.uk