



## **Bromley Adult Education College Acceptable Internet Use 2022-2023 Learner Agreement**

BAEC Acceptable Internet Use Policy has been drawn up to protect staff, students and general users.

The following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Posting anonymous messages and forwarding chain messages
- Accessing inappropriate material
- Violating copyright laws (e.g. downloading or copying media in breach of BAEC educational license\*)
- Trespassing in another's folder, work or files
- Intentionally wasting limited resources
- Using the Internet for personal financial gain, gambling or advertising
- Using racist, sexist, homophobic, violent or abusive language during the conduct of emails or other online activities
- Using bullying or discriminatory tactics against staff or other students
- Knowingly introducing a virus onto a BAEC system or compromising the integrity of a BAEC system in any way
- Downloading and installing software (including games and utilities)

\*further details of copyright law can be found on [Exceptions to copyright: Education and Teaching - GOV.UK](https://www.gov.uk/guidance/exceptions-to-copyright-education-and-teaching)

Users should abide by the following rules

- Use social media responsibly (e.g. only contact tutors or students during working hours, respect others' confidentiality and privacy etc.)
- Respect the acceptable use policies of any network that they access
- Receive regular training on Digital Safety (provided by BAEC)
- Check the length of articles/media files and only print essential resource materials
- Log out of personal accounts on computers at the end of each session, as BAEC cannot be held responsible for personal data breaches caused by users themselves
- BAEC reserves the right to examine or delete any files stored on its computer systems and monitor use of the Internet.

By using BAEC equipment and the Internet access you have agreed to abide by this agreement.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_