ICT Code of Conduct

ICT includes a wide range of systems including PCs, mobile phones, digital cameras, e-mail, social networking and personal devices used for RALSS' business, including the available wi-fi connections on site. It also includes access to online resources or courses.

To ensure that RALSS' learners are fully aware of their responsibilities when using ICT, you are asked to agree to this Code of Conduct and to sign the declaration sheet on page 4 of the Learner Handbook.

E-safety guidance (available from your tutor and in each IT classroom) should be followed.

Network access must be made via the authorised User Name and Password.

All network, wi-fi and Internet use must be appropriate to education and be respectful and courteous. Regulations covered by our licenses to play music must be adhered to:

For Learners:

Music may only be played
- via headphones,
- on your own devices,
- not plugged in to mains electricity,
- and should not be loud enough for any others to hear.

These are the rules that apply to using your devices as we don't have a TV licence:
Staff, customers or visitors may only watch or record live TV at this address
- using their own device,
- that's not plugged into the mains,

AND
- there is a TV Licence at their home address.

OR
- only watch on demand or catch up TV services.

OR
- Devices may only be used to watch CCTV, DVDs or videos.

In addition, we are licensed by to play the Radio Only in room 4 as background music for our art classes. See license from PRS.

The ICT systems may not be used for private purposes; e-mail, anonymous messages and forwarding of chain letters are not permitted.

No hardware to be installed without permission from RALSS.

Copyright and intellectual property rights must be respected.

The use of personal images and photographs containing people is not recommended for privacy reasons. Using images of children is prohibited and using images of adults without

their permission is prohibited. We will ask for your explicit permission before using personal images.

RALSS may exercise its right to monitor the use of the IT systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the computer systems may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

RALSS reserves the right to remove a learner from a course with no refund of fees if it is proven that he/she has breached the Code of Conduct for ICT.

Learners accessing online learning must not share resources, login details or access codes with anyone else.

Date	Reason for Review	Next Scheduled Review
August 15	Updated as per two year cycle	October 2017
Aug 16	Scheduled Review	Aug 18
Aug 17	Updated with Music license references –new this year.	Aug 18
Mar 18	GDPR review and scheduled	Sept 19
Sept 19	Scheduled Review	Aug 2020
Mar 2020	Scheduled Review	Aug 2021