

ICT, Mobile Devices and E-Safety Policy

It is the responsibility of the learner to follow these guidelines relating to use of their own devices and college ICT facilities.

The use of mobile devices and laptops (MDs) is acceptable within the college. During class time MDs may be used for study purposes only.

Learners are responsible for the appropriate care and security of their MDs. MDs should not be left unattended. The college accepts no responsibility for lost or stolen MDs. It is strongly recommended that learners use passwords/PINs to prevent unauthorised access.

Unacceptable Uses

Learners using MDs or college ICT facilities irresponsibly against others will face disciplinary action. Learners may not use mobile devices, laptops or college computers to:

- engage in personal attacks or harassment
- post private information about others
- take/send/upload or share photos or videos with objectionable content
- make threatening calls
- photograph or film anyone without their consent

Learners who use a device in any of these ways will face disciplinary procedures and where a law is broken, the incident will be reported to the police.

Policy updated by Sophie Revesz May 2018