

Community Learning and Skills is committed to safeguarding all learners, staff, and visitors. We aim to ensure that everyone understands their responsibilities when using Information and learning technology, equipment and internet access provided by us all (known as ILT), as well as any personal devices used within our centres, partner organisations, or through our network connections.

Summary

Learners are responsible for all text, images, audio, video, and other content that is displayed, transmitted, stored, or recorded while a loan laptop, tablet, or any associated internet connect is in their possession. Community Learning and Skills monitor the use of its ILT to ensure they are not used for criminal, extremist, terrorist, or any other inappropriate or unacceptable activities. Classroom computers, loan equipment and internet connectivity are provided solely to support learning activities and may only be used for the duration of a learner's enrolment with Kent Adult Education.

- Monitoring helps maintain a safe, secure, and respectful digital environment for all users on site.
- Monitoring includes organisation devices, networks, Wi-Fi, internet connections, and personal devices on site networks.
- Users are accountable for responsible online behaviour and must align with organisational policies and legal requirements.
- Monitoring deters misuse, protects against security threats, and supports safeguarding and data protection.

Acceptable Use

ILT must be used appropriately and only in support of your educational needs and learning activities.

You must not use ILT in any way that would cause discomfort, distress, harassment, or harm to another individual.

- Photographs, audio recordings, or video recordings of any person other than yourself must not be taken without their prior consent.
- You must only access and use the ILT through your authorised user account and password. Login credentials must not be shared with, disclosed to, or used by any other person.
- Any internet connection provided by Community Learning and Skills must be used solely for learning-related purposes.

Copyright and Intellectual Property

Copyright, intellectual property rights, and licensing conditions must be respected at all times. The downloading, sharing, distribution, or storage of copyrighted material without permission is prohibited. Accessing file-sharing websites for unauthorised purposes, introducing computer viruses or malware, or storing or transmitting unauthorised, inappropriate, offensive, or unlawful material is strictly prohibited.

Prohibited Activities

ILT must not be used for advertising or commercial activities, criminal or illegal purposes, gambling activities, personal financial gain, political campaigning or political activity, or any activity unrelated to learning that is deemed inappropriate or unacceptable by Community Learning and Skills. Unless directly required for a learning activity and authorised in advance through written approval from an appropriate staff member, learners must not access, download, store, or distribute extremist, terrorist, obscene, or pornographic material.

Loss, Damage, or Misuse

Any loss, damage, suspected misuse, security incident, or issue that renders the ILT unfit for use must be reported immediately to a Kent Adult Education tutor or Community Learning and Skills staff member. Failure to comply with the terms of this agreement may result in the withdrawal of the ILT, restriction of access to Community Learning and Skills (Kent Adult Education) services, and/or further action in accordance with organisational policies and procedures.