

# Acceptable Use Policy for Learners

## Introduction

Adult Learning Lewisham (**ALL**) make available IT equipment a Virtual Learning Environment (VLE) **ALL VLE**, for learners to use during and outside of teaching times to support lifelong learning.

When a learner/user signs an enrolment form they agree to adhere to the acceptable use policy which includes, but is not limited to the following rules:

## Rules

- ❖ Users must not attempt to gain unauthorised access to **ALL VLE**.
- ❖ Under no circumstances must users share their password or access details.
- ❖ Users must notify their manager or their course tutor if she/he has identified a possible security problem.
- ❖ Courses that make use of discussion areas on **ALL VLE** do so in order to assist its participants in exchanging views on current issues and matters of common interest. Please ensure you follow the following rules and guidelines when posting messages and utilising ALL's learner equipment: -
  - Users are reminded that text, images and other information created by third parties will be subject to the laws of copyright, and that this includes material found elsewhere on the Internet. Messages posted to the discussion area must not include such material without the copyright owner's permission, and links to other sites should comply with those sites' conditions for such links.
  - Use of inappropriate language and material will not be permitted. Users must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or contain disrespectful language. Users must not use **ALL VLE** to post material that is profane or obscene (pornography) or that advocates illegal acts or **extremism** or violence or discrimination toward others.
  - Users are expected to respect the right to privacy of others. Users must not repost a message that was sent to them privately without permission of the person who sent the message. Nor must users post private information about another person or post contact information (eg. address, phone number) about any other person. Any contact or receipt of any message a user feels uncomfortable about should be reported to their course tutor immediately.
  - **ALL** reserves the right to remove messages at its discretion. In addition, a message may be moved to another area of the discussions if, in the view of the course tutor, the message is more relevant to that area.
  - However, the responsibility for the content of messages rests with the authors. Authors cannot claim copyright on work posted on **ALL VLE**, unless previously published and permission to reprint has been gained. In addition **ALL** will not publish learners work without permission. **ALL** makes no warranty with

respect to the validity of the information supplied in messages, and readers should make their own assessments before using such information.

- Logged-in users may use the e-safety button to report messages to the e-safety officer where they appear to conflict with these conditions. Alternatively, please make contact with the course tutor. ALL reserves the right to remove access to **ALL VLE or any of our systems** for any reason and without giving notice.
  
- ❖ Users are not allowed to download software onto ALLs computer equipment.
  
- ❖ Social Networking sites can be utilised by learners however please be careful about the information you post on these sites and ensure you follow the e-safety guidelines at all times.
  
- ❖ The use of webcams or other recording equipment must only be done so when the permission of all who are in scope has been obtained.
  
- ❖ Learners must report any concerns they have immediately to the safeguarding officer. Please refer to ALL E-safety policy for the reporting procedure.

This policy will be reviewed annually and following any breach of acceptable use.