


 Education & Skills  
Funding Agency


## E-Safety Policy

Within our courses we will seek to develop sustainable E-Safety skills. E- Safety means safe and appropriate use of all fixed and mobile devices that allow access to content and communications that could pose risks to personal safety and wellbeing. Examples are: PCs, laptops, tablets, mobile phones and gaming consoles. The internet is an essential element in 21st century life and ICT skills and knowledge are vital to access learning and employment. It has also become an extremely popular social tool. However, the misuse of these types of technology poses potential dangers and it is important that we raise awareness of the dangers, minimise the risks and offer information to safeguard the community, particularly children and young people and vulnerable adults.

The risks can include:

- Cyber bullying (bullying or being bullied – including stalking and harassment)
- Inappropriate content (being sent or being invited to view unwelcome sexual/violent/hate/racist content including content of a radical/extremist nature).
- Scams / fraud (being targeted with the intent to obtain money illegally)
- Grooming (unwanted approaches of a sexual nature or with sexual intent)

As a registered UK Online Centre we follow its Acceptable Use Policy in all our courses / classes / drop-ins across all our settings. Individual settings may have their own policies which we will adhere to in addition to the following:

### The responsibilities of users:

- No use may be made of the facilities that is illegal under English law
- You may not view, download, store or transfer material that is regarded as obscene or that may reasonably be regarded as seriously objectionable by other users
- You may not use the facilities in an inappropriate way
- You may not make or imply any financial commitment on behalf of the centre
- Any financial transaction carried out with the use of these facilities is the sole responsibility of the user
- No improper advantage must be taken of other users' mistakes, such as a failure to log-off, to close access to or to delete personal information
- No intellectual property rights may be infringed
- The privacy of other users should be respected at all times
- Unless given permission you will not use any non-PCC equipment e.g. memory sticks

### To help the smooth running of the centre, you may not:

- do anything that corrupts or destroys data illegitimately
- download or otherwise install software on the computers
- introduce hoaxes, viruses or anything obstructive or damaging to the centre's systems
- disclose your passwords or other access controls to others
- use the centre's facilities for commercial gain
- make excessive or inappropriate use of facilities such as chat rooms
- use the centre's facilities excessively, to the detriment of other users, such as by on-line game playing or downloading extremely large files

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