**E-Safety and Acceptable Use for Learners**

At eTraining Ltd we want to ensure that all members of our community, and staff, are safe and responsible users of technology. We will support them to….

* Become empowered and responsible digital creators and users
* Use our resources and technology safely, carefully and responsibly
* Be kind online and help us to create a community that is respectful and caring, on and offline
* Be safe and be sensible online

Unfortunately there are risks involved with using the internet, they can be characterised by the four ‘Cs’:

* Content – this is content that may be unsuitable or potentially illegal.
* Contact – this may be unwelcome or inappropriate contact, it could be grooming or sexual contact.
* Conduct – this could be as a recipient or as an active participant – giving out too much personal information or the bullying of another person.
* Commerce – this could be phishing or other methods of identity theft.

We ask all our learners to…..

**Safe**

* Make sure that internet use is safe and legal. Online actions have offline consequences
* Understand that any eTraining computers, devices and internet access will be monitored to protect learners and ensure they comply with the acceptable use policy
* Know that people online aren’t always who they say they are and understand the risks associated with meeting people from online sources

**Private**

* Always check privacy settings are safe and private
* Think before sharing personal information
* Keep your password safe and private as privacy, course work and safety must be protected

**Responsible**

* Not access or change other people’s files, accounts or information
* Only upload appropriate pictures or videos of others online when you have permission
* Write emails and online messages carefully and politely; they could be forwarded or seen by someone they were not intended for

**Kind**

* Know that bullying in any form (on and off line) is not tolerated and that technology should not be used for harassment
* Not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the eTraining community and always think before posting as once they upload text, photos or videos they can become public and impossible to delete
* Not use technology to be unkind to people

**Legal**

* Know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
* Respect other people’s information and copyright by giving a reference and asking permission before using images or text from online sources
* Understand that it may be a criminal offence or breach of eTraining policy to download or share inappropriate pictures, videos or other material online.

**Report**

* Be aware of anyone trying to misuse technology and report it to a member of staff
* Speak to someone you trust, or eTraining’s Designated Safeguarding Officer, if something happens to either you or another learner which makes you feel worried, scared or uncomfortable
* I will visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Ecordia, our e-portfolio system is protected by usernames and passwords, so only you, your Assessor, and your Verifiers can see your work; you should still respect the privacy of your clients and colleagues when presenting evidence, but anything you enter on the e-portfolio is as safe as it can be.

Any communication with other learners or our staff should be on a professional level only. It is not appropriate for learners and staff to have a social relationship during or after the course, whether by phone, social networking or any other contact. This is to protect you and our staff from invasion of privacy, abuse, and accusations of inappropriate behaviour.

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