



Developing skills confidence and employment prospects through quality training

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## IT USER PROCEDURE

The learner should not damage any computer equipment.

The learner should not disconnect any computer cables or equipment.

The learner should not undertake any activity that could lead to corruption of any software on the network.

The learner should not copy any software or data onto the network that infringes the law.

The learner should not copy, delete or modify any files, software or applications on the network.

The learner should not eat or drink near the computers.

Use of the Internet is for activities directly related to your course. It is **NOT** to be used for:

The creation or transmission of any offensive, obscene or indecent images, data or any other material capable of being resolved into obscene or indecent images or material.

The creation or transmission of material, which is designed or likely to cause annoyance, inconvenience or needless anxiety.

The creation or transmission of defamatory material.

The transmission of material such that it infringes the copyright of another person.

The transmission of unsolicited commercial or advertising material either to other User Organisations or to organisations connected to other networks.

The learner will be responsible for all data stored on his/her personal disks or on the network. This data will be deleted when the course is completed.

The learner must accept that all of the data, files or information stored on your personal disks or on the network can be remotely and locally viewed by the Centre staff.

The learner should accept that he/she can be monitored while working on the computers.

**FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN RESTRICTIONS PLACED UPON YOUR USE OF INFORMATION TECHNOLOGY EQUIPMENT AND MAY LEAD TO YOUR REMOVAL FROM THE COURSE AND THE CENTRE.**

By signing below you are accepting **ALL** of the above conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Stay Safe Online**

It is important that you safeguard yourself when working online. The following should be applied:

- Use a password, one that is not easy to forget
- Never give your password to anyone else
- Never share personal details with people on line, they can use this for a variety of reasons including fraud and impersonation
- Never use any social media to advise anyone that you are not at home, this can lead to burglary or trespass

Date of review: 1/4/19

Date of next review: 1/4/2020

Reviewed by S Singh Gill

Designation: Managing Director

