

ACCEPTABLE ICT USE POLICY FOR LEARNERS

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Distribution to:	
All Staff	☒
SLT only	☐
Teaching Staff/Tutors	☐
Administration Staff	☐
Other (please specify)	☒ Learners

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This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

ACCEPTABLE ICT USE POLICY FOR LEARNERS

1 Policy Statement

Barrett-Bell Ltd affirms that individuals are entitled to equal rights, responsibilities and opportunities. Barrett-Bell Ltd affords the same rights and access to IT provision and use to all Learners. Limitations to access and provision may be reduced where a Learner does not adhere to this Policy. Barrett-Bell Ltd respects all legislation including the On-line Safety Act 2023 and On-line Safety Amendment Act 2004 and will do all it can to ensure only suitable and appropriate content is shared with learners.

2 Principles

- 2.1 This Policy applies to all Learner users of Barrett-Bell Ltd's network, IT services and facilities and any Stakeholder delivering to Learners on their behalf.
- 2.2 This Policy also applies to any electronic device brought onto the Barrett-Bell premises that accesses the Barrett-Bell IT services.
- 2.3 Whilst Barrett-Bell Ltd cannot legislate for what individuals access on their own personal devices – whilst on Barrett-Bell Ltd premises or whilst representing Barrett-Bell Ltd it is expected that the standards on the Policy are met.
- 2.4 No Learner shall jeopardise the integrity, performance or reliability of computer equipment, software, data and other electronically stored information.
- 2.5 Barrett-Bell Ltd undertakes to use our best endeavours to prevent infringements of net users' right to privacy and to satisfy users' reasonable expectations of a secure and reliable service.
- 2.6 Barrett-Bell Ltd adheres to Data Protection Regulations.
- 2.7 Barrett-Bell Ltd adheres to the On-line Safety Act and will report any Platform that allows illegal or unacceptable content.
- 2.8 Learners take personal and legal responsibility for their use of the network and at no time shall use of our network expose Barrett-Bell Ltd to civil litigation by a third party or to criminal litigation or damage to the company reputation.
- 2.9 Barrett-Bell Ltd reserve the right to examine or delete or retain any files that may be held on our computer system and to monitor any Internet sites or social media sites visited in order to maintain a safe environment for Learners.

3 Acceptable Behaviour Expectations

- 3.1 Appropriate behaviour is set out in this Acceptable ICT Usage Policy, which all users of technology should adhere to. This includes but is not limited to:
- Use of hardware laptops, smart phones, smart watches, web cameras, games consoles
 - Use of all software and operating systems
 - Access to cloud services, email, websites, search engines, workflows, social networking sites, chat rooms, video conferencing, AI tools and platforms
- 3.2 Barrett-Bell Ltd. encourages Learners to use ICT to enhance their learning. It is a useful tool in providing interactive and personalised learning that offers up to the minute data and information. The flexibility of using ICT correctly can benefit teamwork and collaboration, strengthen critical thinking, challenge stereotypes and develop essential digital literacy skills for future employment. It allows learning on demand and from a variety of locations which gives Learners added flexibility and responsibility for their Learning.
- 3.3 Barrett-Bell Ltd. encourages Learners to support each other with the best use of ICT and associated hardware and software.
- 3.3 At all times Learners must use equipment and software to aid their research and learning and improve their practice. Unacceptable behaviours include but is not limited to:
- Any abuse or damage to the IT system
 - Any conduct considered illegal or potentially harmful
 - Violating the privacy of others or disrupting their work
 - Accessing potentially harmful sites, hate sites, images or links
 - Sharing potentially harmful sites, images or links
 - Inciting morally unacceptable behaviour or criminal activity
 - Any form of bullying or harassment (cyber bullying, cyber stalking, trolling, flaming, sexting, VAWG, promoting suicide, outing people, coercive control, spreading rumours, changing personal data without permission, impersonation). All of these will be dealt with seriously, in line with Staff and Learner Disciplinary Procedures
- 3.4 Barrett-Bell Ltd, as expressed in its **Single Equalities Policy**, is committed to achieving an education and working environment, which provides equality of opportunity, freedom from discrimination on the grounds of race, religion, sex, class,

sexual orientation, age, disability or special needs. All protected characteristics are important to us in our work and we will challenge any behaviours that do not support this freedom from discrimination.

3.5 Distributing any material (electronic or paper based), that is considered offensive, obscene, abusive or denigrating contravenes the Barrett-Bell Ltd Code of Conduct regarding harassment and may meet the criteria for criminal allegations. All Learners who use our computer systems must make themselves familiar with, and comply with, our **Code of Conduct** on harassment and bullying and the legal implications.

3.6 Compromising the privacy of Barrett-Bell Ltd Learners and Staff is prohibited and may also be illegal and contravene the Data Protection and Privacy Laws. Users of our computer systems must make themselves familiar with and comply with, our **Learner Privacy Policy**.

3.7 Barrett-Bell Ltd has an obligation under Section 26 of the Counter-Terrorism and Security Act 2015 to work with authorities in preventing people from being drawn into terrorism. This guidance is issued under section 29 of the Act. The Act states that the authorities, subject to the provisions, must have regard to this guidance when carrying out the duty. Barrett-Bell does all it can to support Equalities and is duty bound to report any activity that could fall under the Prevent Duty.

4 Acceptable Use of the Internet

4.1 All Internet activity is monitored by Barrett-Bell Ltd for security and personal safety purposes so that it is possible to identify individual usage.

4.2 By accessing the Internet from the Barrett-Bell Ltd network, you agree to the terms and conditions, of the Barrett-Bell Ltd ICT Acceptable Use Policy for Learners, as follows:

- Barrett-Bell Ltd provides Internet access to assist you in your studies. This Policy cannot define every specific coursework related use of the Internet. Examples of acceptable use include research for assignments and assessments, using online learning materials, or participating in forums or online groups appropriate to your course

- You are asked not to abuse this privilege. Any abuse may result in the withdrawal of Internet access and in the event of a serious breach will lead to disciplinary procedures
- Some areas of the Internet contain information, in textual or graphic form, which could cause offence to other people or may be illegal to download or view. You are **prohibited** from knowingly accessing, viewing or downloading such material or encouraging anyone else to access this material. If you accidentally access such a site – you must notify the Tutor immediately

4.3 You must not bring Barrett-Bell Ltd into disrepute through use of online 'social networking' activities. Examples include uploading images or videos which show antisocial behaviour or illegal activities; disrespect specific groups or individuals' make derogatory statements about Barrett-Bell Ltd, our Staff or other Learners; or reveal sensitive or confidential information about Barrett-Bell Ltd, our Staff or other Learners. (This list is not exhaustive).

4.4 You should never:

- Use any use images of Barrett-Bell Ltd sites, Staff or Barrett-Bell Ltd marketing collateral including logos, video clips or photographs, without prior permission from a Tutor or Director at Barrett-Bell Ltd
- Try to download and/or install software, amend or delete it. If you have an issue with any software (either needing updating or crashing) please inform your Tutor

5 Safeguarding Considerations

The term 'online safety' is defined for the purposes of this document as the process of limiting the risks to Barrett-Bell Ltd's community when using the Internet, Digital, Mobile Technologies (IDMTs) and Social Media platforms through a combined approach of Policies and Procedures, infrastructures and education, including training.

At Barrett-Bell Ltd we wish to protect both our Learners and Staff from risks while using digital technology. We educate to focus on protecting personal information, preventing cyberbullying, avoiding harmful content, and securing devices against malware - aiming to ensure a safe, positive, learning environment.

5.1 Barrett-Bell Ltd recognises the following categories of Safeguarding concerns:

Content:

- Exposure to age-inappropriate material, sharing explicit personal photos/videos
- Exposure to unacceptable material that proportionately affects women and girls
- Exposure to material that disrespects certain groups or individuals
- Exposure to inaccurate or misleading information and libel
- Exposure to potentially harmful material, such as the inciting violence, terrorism, hatred or intolerance
- Exposure to illegal material, violence and weapons
- Illegal downloading of copyrighted materials e.g. music and films
- Accessing blocked websites, accessing dark web
- Access to personal data including health information and mental health data

Contact:

- Grooming using communication technologies, chatrooms, potentially leading to abuse, radicalisation and other crime
- Phishing, scamming, circumventing secure connections and anti-virus software
- Misuse of algorithms, bots and AI
- Bullying and harassment via websites, mobile phones or other forms of communication device
- Use of another's IT equipment without their permission or knowledge

Conduct:

- Unacceptable behaviours (sharing inappropriate images, on-line harassment) that breaks the Golden Rule (treat others with the same respect you would offline)
- Pornography and material that degrades or encourages Violence against Women and Girls
- Toxic, digital arguments on-line (and have consequences for others)

Commerce:

- Exposure of children (under 18) to inappropriate commercial advertising
- Exposure and access to online gambling services

- Commercial and financial scams
- Propagating viruses, worms, Trojan horses etc.
- Corrupting or destroying other users' data
- Deliberate unauthorised access
- Copying material without permission

5.2 There is evidence that some websites, including those used for academic purposes, are accessed by users who wish to exploit young people. You are advised to exercise care when communicating through the Internet with people you do not know personally.

5.3 Barrett-Bell Ltd encourages that Learners take all precautions to protect themselves and peers when using ICT by:

- Never arranging a meeting alone with someone you have just made contact with on the Internet
- Never disclose any personal information through the Internet to unknown persons or organisations
- The whole of the Barrett-Bell Ltd community (Staff, Learners, visitors, etc.) is responsible for online safety and everyone should stay alert and respond to any potential or actual online issues as described above. Everyone will be expected to take reasonable action to ensure their online safety and that of Learners and peers
- that any unknown persons you are communicating with through the Internet may not be who you think they are and photographs they display may not be their own

6 Safeguarding and Security Strategies

The whole of the Barrett-Bell Ltd community (Staff, Learners, visitors, etc.) is responsible for online safety and everyone should stay alert and respond to any potential or actual online issues as described above. Everyone will be expected to take reasonable action to ensure their online safety and that of Learners and peers.

6.1 Use IT good practice:

- Ensure software and operating systems are updated
- Use a strong, unique password and change it regularly
- Do not use the same password for everything or write it down
- Use Multi-Factor Authentication (MFA) where appropriate
- Always sign in and log out correctly
- Close websites after use
- Recognise and report suspicious links, attachments, scams, phishing attempts
- Lock hardware away after using
- Do not leave laptops etc in the boot of a car when you leave the vehicle

6.2 Save data and work correctly:

- If saving work on a laptop or iPad ensure it is clearly labelled and saved in the correct folder
- If emailing work to yourself (to continue working on later) use only the accepted email address and ensure the email does not contain any viruses
- If photographing work on a smartphone – ensure you are entitled to take a photograph and that it meets Safeguarding rules regarding sharing rights
- If using a data storage device (USB memory stick or pen drives) you can only use your own data storage device if it does not require a mains electricity supply and powered data storage devices can only be used if they are Barrett-Bell Ltd property and are supplied through the Barrett-Bell Ltd IT Services
- USB sticks may only be used on the Barrett-Bell Ltd IT network for work associated directly with the course
- To ensure that your storage devices are virus free Learners should only use these on equipment with up-to-date anti-virus software. If you are unsure about this, scan your device using Barrett-Bell Ltd's virus protection software before use
- Data storage devices must not interfere with the set-up of any Barrett-Bell Ltd computer hardware or software. Learners are therefore not permitted to use data storage devices containing computer games, viruses, Trojan Horse or malware, public domain software (free software), shareware, illegal copies of any kind, pornography or other offensive materials
- Sensitive data or data generated and owned by Barrett-Bell Ltd, members of Staff or other Learners, must not be copied or removed from the network without consent

- Learners are responsible for the safe keeping of all their work (electronic and paper based). Barrett-Bell Ltd will not accept responsibility for any data loss or damage to devices caused by incorrect connection, ejection or shutting down of computers or misplacing of devices
- Learners are responsible for the safe keeping of their work – it is essential that Learners save and backup their work on a personal USB memory stick which they must keep safe and secure. Some Learners have lost important work in the past because they have not done this

6.3 If you wish to print out work, Barrett-Bell Ltd is committed to reducing the environmental impact of its activities, including the use of paper for printing. All Learners are asked to support this aim. Please use printing facilities for course work only and only print out documents when essential and with permission from your tutor or office Staff.

Unlike larger organisations, Barrett-Bell Ltd does not have a pre-paid credit card facility for printing. However, we will print final course work (once approved by your Tutor) at a current fee of 5p per A4 (black/white) sheet and 10p per A4 (Colour) sheet. NB these costs may be changed at the Directors' discretion.

6.4 Use best practice in healthy computing:

- maintain an upright position above waist level
- adjust chairs to support the lower back
- leave enough room under the desk for free movement of legs
- tilt the keyboard using the 'props' at the back
- adjust the screen so that your eyes are at the same level as the top of the screen
- position the screen appropriately to avoid glare and adjust the brightness to suit local lighting conditions
- place the mouse at a comfortable distance from the edge of the table to avoid over stretching arms

- type with your wrists straight and with your hands in line with your arms
- never place drinks or food and magnetic materials near the computer terminals
- change sitting positions from time to time
- take regular breaks from the computer screen

7 General Regulations

7.1 Data Protection - Barrett-Bell Ltd needs to gather, process and store some personal data from you so that we can provide an excellent service and monitor progress. This information is governed by the General Data Protection Regulations (GDPR), which came into force on 28th May 2018, and must be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals
- Processed with the agreement of those to whom the data relates
- Processed in an appropriate manner to maintain security
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that does not meet those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- Accurate and, where necessary, kept up to date
- Retained only for as long as necessary
- Disposed of as and when required and in a manner that meets the removal of data
- How the GDPR affects Learners personally is outlined in our **Learner Privacy Notice** (please read)

- 7.2 Copyright and Intellectual Property Rights – much material that is available on the Internet is Copyright Free ie. the owner has made it freely available or the Copyright has ceased because 70 years (in some cases 50 years) have passed since the author of the article has died.
- 7.3 Learners are encouraged to research material and use other people's work as a reference but may not reproduce the work as their own. The Law allows owners of work that has Copyright on it to take legal action where materials are used without permission. This applies to all forms of tangible work – written, visual, drawing, photographic, sound based, audio. music and recordings etc. Copyright does not apply to thoughts or ideas – until they are committed to paper or made into a prototype. Patents may also be applied to new inventions.
- 7.4 It is the responsibility of Learners to ensure their work does not infringe any Copyright protections. It is also their duty to be accountable and not present other's work as their own (plagiarism) or use AI to produce work they claim solely to be their own work.
- 7.5 As part of the Acceptable ICT Usage, all Learners are required to follow the Copyright Laws and respect ownership of other people's work.

8 Rules for Learners

The whole of the Barrett-Bell Ltd community (Staff, Learners, visitors, etc.) is responsible for online safety and everyone should stay alert and respond to any potential or actual online issues as described above. Everyone will be expected to take reasonable action to ensure their online safety and that of Learners and peers.

- 8.1 Learners must adhere to the regulation and in no circumstances should they:
- use the Barrett-Bell Ltd network, hardware and software provided by the organisation, in any way that is disrespectful or potentially harmful to other Learners, our Staff or link organisations
 - be in possession of possession of any material which is abusive, defamatory, threatening, sexist, racist, discriminatory, offensive, indecent or obscene

- be in possession of any material promoting discriminatory actions or illegal behaviour such as bullying, abuse, hate crime, radicalisation and extremism, incitement to violence or criminal activity, grooming, pornography or gambling
- be in possession, store or transmit any material which is in breach of Copyright legislation
- use the Barrett-Bell Ltd network to obtain such material listed above
- use the Barrett-Bell Ltd network to distribute such material listed above
- use the Barrett-Bell Ltd network to bring the organisation or its staff into disrepute
- download or install software or use illegal copies of software
- play online games other than those created for learning purposes
- engage in online chat services unless specifically authorised by the Tutor
- frequently use services that are unrelated to the course, leading Barrett-Bell Ltd Staff to be concerned about the effect of this activity on attainment and achievement with examination and course work

8.1 On-line sessions require additional care. The expectations are:

- Respect the 4Cs of online safety—Content, Contact, Conduct, and Commerce
- Learners and Staff will log on promptly for sessions, registers kept
- Ensure that the environments are conducive to learning without distractions
- Ensure seating and lighting conditions are correct
- Dress appropriately for the session – it is a formal learning session
- Use a blurred screen or other background that ensures confidentiality
- Do not share any personal details (eg. ensure no personal details visible)
- Learners may be requested to keep on their camera (to permit turning off camera for sessions should be agreed with the Tutor prior to the session)
- Do not allow interruptions (family, friends, pets, background noise, phone calls etc) as far as possible
- Mute microphones when not speaking to minimise background noise
- Use the appropriate symbol, hand signal etc when requesting to speak
- Do not record without permission or take screenshots without permission
- Clearly identify what content is AI produced
- Ensure content is suitable and age appropriate

8.2 Learners must report any concerns they have about misuse of the IT system and/or property to the Tutor immediately if they believe the system is being abused.

Appx 1

If you witness actions or behaviour by other Learners that is in breach of this Policy or notice any equipment that has been damaged or does not work, please bring it to the attention of your Tutor or a Director.

Reports of online safety incidents are acted upon in a timely manner to prevent, as far as reasonably possible, any harm or further harm occurring. Action following a report of an incident may include - further investigation, support for the Learner and affected Learners, disciplinary action, sanctions, referrals to external agencies (e.g. social services, the Police, etc.) and review of internal procedures and Safeguards.

Please sign below when you have read, understood and agree to this Policy.

Thank You.



ACCEPTABLE ICT USAGE POLICY FOR LEARNERS	
AGREEMENT	
I have read the Acceptable ICT Usage Policy for Learners and agree to its contents. I will abide by the conditions set out regarding ICT in this Policy.	
Name of Learner:	
Cohort Number:	
Date Signed:	
Learner Signature:	