

WWETB ACCEPTABLE ICT USAGE GUIDELINES FOR LEARNERS

Purpose

These ICT Acceptable Usage guidelines are designed to help learners use computers, the internet, virtual learning environments (Moodle, Teams) and email in a safe, responsible, and legal way while studying with WWETB. It protects both users and the organisation from potential harm, such as security breaches, illegal content, or misuse.

Your Responsibilities as a Learner

You must:

- Use ICT resources for learning or authorised WWETB educational activities only.
- Follow all rules in these guidelines when using WWETB systems, software, virtual learning environments (Moodle, Teams) and any other online platforms.
- Use only approved learning environments.
- Keep your passwords private and secure.
- Report any suspicious or inappropriate activity to your course contact.
- Use WWETB email, internet, discussion boards and social media respectfully and professionally and for learning purposes only.
- Ensure any WWETB devices are maintained and kept secure while in your possession.

What's Acceptable

You may:

- Use email and the internet to support your learning.
- Access approved online learning platforms and educational resources only.
- Communicate respectfully with WWETB staff and other learners.
- Use WWETB devices and internet responsibly

What's Not Acceptable

You must not:

- Access or share profane, obscene, illegal, discriminatory or inappropriate material.
- Bully, harass, or threaten others online.
- Share personal or confidential information without permission.
- Download or use unlicensed software, music, or movies.
- Copy software
- Use WWETB devices for purposes such as private financial gain, commercial, advertising, political or solicitation purposes.
- Pretend to be someone else online or share your login details.
- Post anything harmful or disrespectful about WWETB or others on social media or discussion boards.
- Tamper with ICT equipment or attempt to hack systems.
- Remove ICT equipment from WWETB premises without approval.
- Advertise or otherwise support or engage in any illegal activities under local or international laws, including Data Protection Legislation or engage in activities that would bring WWETB into dispute

