

TECHNOLOGY ACCEPTABLE USE POLICY

GOALS

The aim of this Acceptable Use Policy is to ensure that students will benefit from learning opportunities offered by Industrylink's internet resources in a safe and effective manner. Internet use and access is considered an Industrylink resource and privilege. Therefore, if the TAUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the TAUP – will be imposed.

It is envisaged that Industrylink will revise the TAUP annually. Before signing, the TAUP should be read carefully to ensure that the conditions of use are accepted and understood.

INDUSTRYLINK'S STRATEGY & USE

Industrylink employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General:

- Internet sessions will be supervised by a trainer where possible.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Industrylink will regularly monitor pupils' Internet usage.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Students will treat others with respect at all times and will not undertake any actions that may bring Industrylink into disrepute.

World Wide Web:

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Downloading materials or images not relevant to their training, is in direct breach of this policy.
- Students will not use social media during class unless instructed to do so by their trainer.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

E-mail:

- **Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.**
- **Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.**
- **Pupils will continue to own the copyright on any work published on Industrylink's Facebook page or website.**

PERSONAL DEVICES

- **Students using their own technology at Industrylink, such as, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving are in direct breach of the school's acceptable use policy.**
- **Students are expected to use their devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.**
- **The student is personally liable for all costs associated with his or her device.**
- **The student assumes full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.**

LEGISLATION

Upon request, Industrylink will provide information on the following legislation relating to use of the Internet which trainers and students should familiarise themselves with:

- **Data Protection (Amendment) Act 2003**
- **Interception Act 1993**
- **Video Recordings Act 1989**
- **The Data Protection Act 1988**

SANCTIONS

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

PERMISSION FORM

Please review the attached Industrylink Training Technology Acceptable Use Policy, sign and return this permission form to your trainer.

Name of Student: _____

Workplace: _____

I agree to follow the Industrylink's Technology Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and follow all the rules explained to me by Industrylink.

In relation to Industrylink's website and Facebook page, I accept that, if Industrylink considers it appropriate, images of myself and my work may be chosen for inclusion on the website or Facebook page. I understand and accept the terms of the Technology Acceptable Use Policy relating to publishing of students work on the website.

Students Signature: _____ Date: _____