# POLICIES & PROCEDURES

# ICT User Agreement

**Reviewed on:** 08/04/2025

**Reviewed by:** David Bendell

**Signed:** *D Bendell*

**Next Review Date: April 2026**

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# ICT USER AGREEMENT

## PURPOSE

Oxford Energy Academies computers and networks are primarily for academic purposes, such as research, coursework, and communication related to studies.

### Prohibited Activities

- Using Oxford Energy Academies resources for illegal activities, accessing inappropriate content, or engaging in disruptive manner is strictly prohibited.
- Accessing editing, copying, forwarding or deleting work belonging to someone else is prohibited.
- Bringing files into Oxford Energy Academies on removable media, or online, without permission is prohibited.
- Downloading or installing unauthorised software is prohibited.
- Attempting to or changing Oxford Energy Academies computer settings is prohibited.
- Sharing copyrighted material or using the network for personal gain is prohibited.
- Downloading or installing any software on the Oxford Energy Academies computers is prohibited.
- All correspondence on Oxford Energy Academies computers must be polite, sensible and courteous.
- Oxford Energy Academies computers must not be used for on-line gaming, on-line gambling or internet shopping
- Oxford Energy Academies computers must not be used for `file sharing, or video broadcasting (e.g. YouTube), unless given permission from a member of staff to do so.
- Where work is protected by copyright, it is prohibited to download copies (including music and videos).

## SECURITY AND PRIVACY

### Password Management

Usernames and passwords must be kept secure and confidential and must not be shared with others.

### Data Protection

Personal information of oneself or others and confidential records including home address, phone number, photographs or videos must not be shared, copied or removed from Oxford Energy Academies.

### WI-FI Access

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Wi-Fi access to Oxford Energy Academies network will be given to all learners for use whilst in the academy only.

## Monitoring
Oxford Energy Academies monitor network activity for security and compliance purposes.

## RESPONSIBILITY AND LIABILITY

### Accountability
Learners are held responsible for their actions while using Oxford Energy Academies resources, including any damage or misuse.

When participating in live online learning sessions via platforms such as Teams, all learners must behave appropriately and responsibly, and all contributions are appropriate.

### Consequences
Violations of the agreement can result in disciplinary action, ranging from warnings to suspension or removal from the course.

### Reporting Issues
Any security concerns or suspicious activity must be reported to an Oxford Energy Academies tutor immediately.
Any damage or faults involving equipment or software; however, this may have happened must be reported immediately.

## EXTERNAL DEVISES

The following personal devices are permitted in Oxford Energy Academies.
- Smart Phones
- Smart Watches
- Tablets
- Laptops

When personal devices are permitted:
- Thee above devices may not be taken into or used in tests or exams.
- Users are responsible for keeping their device up to date through software, security and app updates.
- The device is virus protected and should not be capable of passing on infections to the network.
- Users must only photograph people with their permission. Users must only take pictures or videos that are required for a task or activity. All unnecessary images or videos must be deleted immediately.
- Devices must not be used in lessons unless in accordance with tutor direction.

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- Personal devices are brought into the Oxford Energy Academies entirely at the risk of the owner and the decision to bring the device into Oxford Energy Academies lies with the user.
- The liability for any loss or damage resulting from the use of the device in Oxford Energy Academies lies with the user.
- Oxford Energy Academies accepts no responsibility or liability in respect of lost, stolen or damaged devices whilst at Oxford Energy Academies or on activities organised or undertaken by Oxford Energy Academies.
- Oxford Energy Academies accept no responsibility for any malfunction of a device due to changes made to the device while on Oxford Energy Academies network or whilst resolving any connectivity issues.
- Oxford Energy Academies is not responsible for the day-to-day maintenance or upkeep of the users' personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues.