SAFE USE OF EQUIPMENT FOR LEARNERS POLICY

SCCU LIMITED

VERSION 1.1

Contents

Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
1.0	Policy Pros	Feb 2023	Feb 2024	First Policy.
1.1	Policy Pros	Oct 2023	Oct 2024	Minor amendments include some additional statements.

General Points

1. Learners should always use their laptops or tablets on a flat, stable surface to prevent them from falling or overheating. They should avoid using them on their lap or on soft surfaces such as blankets or pillows that could block the air vents.

2. Learners should use the protective case or sleeve provided to prevent scratches, dings, and other damage to their device while on the move.

3. Learners should clean their device regularly using a microfiber cloth to remove dust, dirt, and fingerprints. They should avoid using harsh chemicals or abrasive materials that could damage the screen or casing.

4. Learners should keep their device away from liquids, including water, coffee, and other beverages that could spill and damage the internal components.

5. Learners should be careful when plugging and unplugging cables and devices from their device to avoid damaging the ports or cables.

6. Learners should use a surge protector when plugging them into extension leads to protect their device from power surges, which can cause serious damage to the hardware.

7. Learners should keep their device away from magnets, which can cause damage to the internal components.

8. Learners should avoid using their device in extreme temperatures, both hot and cold, as this can damage the battery and other components.

9. Learners should handle their laptop or tablet with care to prevent drops and other impacts.

10. Learners should use the protective screen cover provided to help prevent scratches.

11. Learners should avoid stacking heavy objects on top of their device.

12. Learners should avoid carrying their device in a bag or pocket where it could be easily damaged.

13. Learners should protect their device from theft by keeping it with them or in a secure location when not in use.

14. Learners should regularly back up their data to a cloud-based account to prevent data loss in case of device damage or theft.

Health and Safety

15. All laptops, tablets, and monitors will be PAT-tested annually. It is the learner's responsibility to ensure that they return their device to SCCU on request so that this can be carried out.

16. Learners should stop using the device and report any issues with their device or charger to the Education Manager on 02476936969, for example:

    a. If the device stops working.

    b. If the device is overheating.

    c. If the device emits a strange noise or burning smell.

    d. If the device is not charging or the electrical supply is not working.

    e. If the charging or electrical cable becomes frayed.

    f. If the charging plug is blackened.

17. Learners should never try to fix a device themselves or alter it in any way, such as changing a plug or switching out a battery pack.

Acceptable Use

18. Learners should use the SCCU devices and computer systems only for learning purposes. Using Email or the Internet for personal, non-learning purposes is prohibited.

19. Learners must not:

    a. Access or view inappropriate or offensive content, including websites or images that are discriminatory, harassing, or otherwise inappropriate, i.e., pornography.

    b. Download and use copyrighted data, including images.

    c. Engage in any illegal or unethical activities, including piracy, hacking, or unauthorised access to systems or information.

    d. Turn off any antivirus software or jailbreak the device.

20. Learners should note that schools, colleges, and other educational establishments have a responsibility to filter and monitor web content. Therefore, should inappropriate content be accessed on their premises or their devices, the SCCU Safeguarding Lead will be notified.

Online Safety

21. To prevent computer viruses from being transmitted through the system, learners are not authorised to download any software onto their device. Learners interested in obtaining software from the Internet should contact the Education Manager.

22. Learners should be careful when connecting to public Wi-Fi networks as they may be unsecured.

23. Learners should take care when using unfamiliar websites or apps that could put their device and personal information at risk.

24. Never click on unknown or suspicious links (those with no context, unusual file names, or from unknown sources) via Email, WhatsApp, or social media.

25. When prompted, the available security update should be installed as soon as possible.

26. Report any inappropriate or suspicious content or activity to the Education Manager as soon as possible.

Password Protection

27. Learners will be given a password when granted access to the SCCU device. Learners may change these passwords from time to time; however, all passwords will be made known to SCCU.

28. Learners should not give their passwords to any other individual, store written passwords with the device, or leave written passwords in an insecure location.

Privacy

29. SCCU reserves the right to monitor the use of its devices.

30. Learners have no right to privacy as to any information or file maintained in or on SCCU property or transmitted or stored through SCCU computer systems, voice mail, email, or other technical resources.

31. Any electronically stored communications that you either send to or receive from others may be retrieved and reviewed when doing so serves the legitimate business interests and obligations of SCCU.

Safe Use of Computer Monitors

32. Should a monitor be provided, learners should:

    a.   Position the monitor at eye level to reduce eye strain and neck pain.

    b.   Adjust the brightness and contrast of the monitor to comfortable levels and avoid overly bright or dim settings.

    c.   Clean the monitor regularly using a soft, lint-free cloth and avoid using harsh chemicals that could damage the screen.

    d.   Keep the monitor away from heat sources, magnets, and direct sunlight.

    e.   Keep the monitor away from liquids, which, when spilt, could damage internal components.

Violations

33. Violations of any guidelines listed above may result in disciplinary action up to and including the removal of access to the devices and/or removal of the learner from their chosen course.

34. In addition, SCCU may advise appropriate legal officials of any illegal violations.

Contact Details

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