

# Student Computer and Digital Use Policy

This policy applies to students using WEA equipment as part of their learning journey.

## WEA Laptops

All WEA students are required to:

- Ensure WEA digital devices are secure by never leaving them unattended.
- Always lock up WEA digital devices or keep them with you. This is especially important when on public transport or in a public place.
- Never leave WEA digital devices in vehicles unattended.
- Never take WEA digital devices outside of the UK unless approved by the Data Protection Officer.
- Do not use USB sticks to store or transfer any information.
- All WEA issued digital devices will come with security already set up so there is no need to install or configure any security products or applications.
- If you think your digital device has a virus or is not behaving as expected please report this to your tutor/ the region as soon as possible.
- Ensure you use lock your digital device as per the device instructions.

## Use of WEA digital devices for personal use

- Students using WEA digital devices for personal reasons outside of their learning time do so at their own risk. The WEA is not responsible for any material viewed or downloaded for personal use.
- All students will be responsible for using WEA digital devices in a professional, lawful and ethical manner at all times, only undertaking activities and accessing websites and content that WEA would reasonably expect as part of their continued learning. Accessing illegal websites is prohibited.
- WEA digital devices will not be permitted to be used by anyone other than the assigned WEA student (including family members).

## Internet content

Whilst in possession of a WEA digital device, we expect our students not to access, download, send, receive or view any materials that will cause offence to any person by reason of:

- Any sexually explicit content or any sexist or racist content
- Any materials that you have reason to suspect are illegal
- Accessing material/website on the internet that you may reasonably believe to be illegal.

## Returning your WEA loaned equipment

When a student leaves the WEA course that they are currently attending or have completed it, is their responsibility to return all assigned equipment to the designated individual.

Date of this Review	Date of next Review	Policy reviewed and updated by:	Policy approved by:
January 2021	January 2022	Information Systems Team	Information Systems Team