



WEA Student Computer and Digital Use Policy

The following guidelines are intended to ensure appropriate use of computer technology and digital resources whilst concerned with WEA courses or activity. They help to keep you safe and ensure a positive learning experience for everyone.

- Please take notice of and comply with any digital and computer use policies of the WEA or any venue for WEA activity. They will be displayed in the classroom, if applicable.
- You must not search for, download or send offensive digital content such as material which is racist, defamatory, obscene, indecent, abusive, offensive, pornographic or which is likely to harass, bully or shock recipients.
- Never open files or click on links in emails you did not expect to receive.
- Keep yourself safe - don't give your passwords to anyone.
- If you think any digital device has a virus, please report it immediately to your tutor or other appropriate WEA staff.
- Memory sticks, whilst convenient, provide easy ways to transmit viruses. Preferably use a new memory stick for your course and only insert them into computers that have up to date virus checkers. If in doubt ask your tutor.

When using WEA or a venue or partner's computers or digital devices:

- Do not load any software, for example apps, games, music or screensavers onto devices unless under instruction from WEA staff or tutors.
- Do not make any changes to the connection or configuration of any digital devices unless under instruction from WEA staff or tutors.
- The WEA reserves the right to monitor your use of our computer system.
- Food debris or spilt drinks can damage some computer equipment. Please keep eating and drinking separate from computing work.
- If you are unsure, talk to your tutor or other appropriate WEA Staff.