

# Student Computer Use Policy

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**Approved by** Head of IT

**Next review date:** March 2026

| Version | Publish date | Changes                                                                                                            | Author(s)                  | Owner      |
|---------|--------------|--------------------------------------------------------------------------------------------------------------------|----------------------------|------------|
|         | August 2023  | Policy review                                                                                                      | Information Systems        | Head of IT |
| 1.1     | August 2025  | Format check, standardisation of policy document, including front page for consistency with organisation policies. | Policy Development Partner |            |

This policy and any related annexes will be reviewed annually.

## 1. Introduction

This policy applies to students using WEA equipment as part of their learning journey. It also details how students can secure the digital device while in their possession.

## 2. Scope

This policy applies ~~equally to:~~ to all students undertaking WEA courses in the following:

- WEA students in England
- WEA students in Scotland
- WEA students in Wales

## 3. 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 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/support officer as soon as possible.
- Ensure you lock your digital device as per the device instructions

## 4. Use of WEA digital devices for personal use

Students using WEA digital devices for personal reasons outside 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.

All personal use of WEA Internet and email services should be limited to lunch time or out-of-learning hours.

WEA digital devices will not be permitted to be used by anyone other than the assigned WEA student. (Including members of your family).

## **5. Internet Usage and Email Content**

For your protection and that of others, the WEA reserves the right to monitor internet and email usage and report any inappropriate use to a suitable authority.

Use the internet to search for and access materials linked to your studies.

The internet must not be used for:

- Downloading illegal, offensive or obscene material
- Downloading or accessing materials that infringe personal liberties or promote extreme political views or radicalisation
- Creating websites that are obscene, defamatory, infringe copyright, infringe personal liberties or promote extreme political views or radicalisation.
- Creating Commercial Websites
- Downloading program files, including gaming software or media files
- Downloading any form of 'virus' software

You must not send any offensive messages by email

- WEA is not responsible for what you send in email and can pass on your details to a suitable authority to investigate complaints.

## **6. Using WEA's network systems**

- Do not log on to anyone else's account, access their files, emails or destroy, copy, alter or move anyone else's files
- Only access your own folder within Office 365.
- Do not change any access rights to folders on computers or network areas.

## 7. 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 their Tutor or another designated individual.

If a device is not returned or damaged, the WEA reserves the right to invoice you for the cost of repair or the cost of the device.

## 8. Supporting documents

| Document Title         | Location                                                                                                                          |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Data Protection Policy | <a href="https://intranet.wea.org.uk/data-protection/gdpr-policies">https://intranet.wea.org.uk/data-protection/gdpr-policies</a> |