

**ACCEPTABLE USE STATEMENT**

**INTERNET AND SOCIAL MEDIA USE**

Reynolds Training Academy understands the importance of online communication for Learner’s development and we recognise that relevant safeguarding needs to be put into place to ensure that all Learners remain safe whilst online or using Social Media.

All Learners need to read, understand and sign the following Policy Statement:

* I will be responsible for my behaviour when using the internet and social media at Reynolds Training Academy, including the content I access and how I conduct myself.
* I will not deliberately create, browse, or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to my Tutor and/or Programme Manager.
* I will not use social media or the internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.
* I understand that I should only use Reynolds Training Academy’s official Social Media or Website communication channels to contact them and should not seek out individual members of Staff
* I understand that all my use of internet and Social Media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my Tutors or other Staff Members at Reynolds Training Academy.
* I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.
* I will not share my passwords with anyone else.
* I understand that these rules are designed to keep me safe and if they are not followed, I will be subject to the Learner Disciplinary Procedure. If I am under the age of 18 my parents may be contacted.
* I will avoid using my mobile or Smartphone during activities (unless the Teacher has given me permission to so) as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
* I am aware that if I am experiencing bullying behaviour or abuse online, I can contact a member of the Safeguarding Team (Staff who are members of the Safeguarding Team are clearly displayed around the Academy/College and at the front Reception area).

I have read and understood this statement and agree to support the safe use of the internet and Social Media at Reynolds Training Academy.

**Learner’s Name (Print)……………………………………….. Learner’s Signature………………………………………Date:……………………**

RTA Acceptable Use Statement – last reviewed 2-9-2024