



# IT USER AGREEMENT

- Ensure you have a secure password for logging in to Google Classroom/Drive, Google Meet, Zoom, Facebook and other platforms. Do not reveal this password to anyone else or pass it on to family members / others to use.
- Be careful what you share on social media and if what you are posting is appropriate, especially photographs, e.g. of children. Don't post anything that could reveal personal details about yourself. Adjust privacy settings if you need to so only friends and private groups can see you profile. (Ask tutor for help if needed)
- Be respectful in video chat rooms and respect the turn taking rights of others. Speak in respectful language in chat rooms and abide by class rules. Don't have family photos in the background
- You will agree for video conferencing classes to be filmed for quality and moderation purposes only (never for publicity or social media publicising) Please let your tutor know if you do not wish to be filmed. You can still participate by using audio only.
- Do not attempt to contact other learners directly (unless agreed by you, the learner or the tutor in advance.)
- Don't respond to people who you don't know.
- If you see, hear or experience anything that is troubling you, please let your tutor or development worker know.

## FOR FAMILY LEARNING CLASSES

- You should give us written consent via email that you agree for your children to take part and should be with your child at all times during meetings.
- No recording of these classes should take place, from either the learner or the tutor.
- Reinforce online safety with your children often, discussing the benefits and dangers and the importance of staying safe.

## ALL OUR CLASSES COMPLY WITH GDPR GUIDELINES AND RULES, INCLUDING:

No unnecessary information about you is collected and all information that is required is stored securely and deleted at the end of the course (apart from essential information required by our funders.) The personal details we do collect are limited as much as possible and held in accordance with our [privacy policy](#).

**Learner name:**

**Date:**