



BCT Learner ICT Policy

Purpose

This policy exists to:

- Prioritise the safety and wellbeing of our learners when using the internet, social media, or digital devices
- Provide clear principles to guide learners, staff, and parents/carers on safe and responsible online behaviour
- Ensure the organisation complies with relevant laws and upholds our values in the use of digital technologies

1. Introduction

1.1 Big Creative Training recognises the vital role of technology in learning and development. This policy outlines our expectations for learner use of digital tools both on-site and during remote learning.

1.2 Learners may use, under supervision and within policy limits:

- Desktop computers, laptops, and tablets
- Smartphones, mobile devices, and wearables
- Games consoles and related technologies
- Digital and video cameras, webcams
- Online platforms including:
 - Internet search engines and educational websites
 - School platforms (e.g. Google Classroom)
 - Educational apps and communication tools (email, chat, forums)
- Learners will receive instruction on safe, responsible, and effective digital use

2. Aims

Big Creative Training aims to:

- Empower learners as responsible digital citizens
- Promote respectful, secure, and purposeful technology use
- Foster an inclusive and caring online environment
- Ensure learners know how and where to seek help when needed

Misuse of technology includes (but is not limited to):

- Uploading harmful, threatening, or offensive content
- Damaging, stealing, or misusing school-owned devices
- Using technology at inappropriate times or without permission
- Attempting to bypass filters or security (e.g. VPNs, proxies, portable browsers)



- Such actions will be addressed in line with our Behaviour and Anti-Bullying policies. Where costs are incurred due to deliberate damage or theft, BCT reserves the right to issue an invoice for recovery.

2.3 All reasonable safeguards will be taken to monitor and filter access to online content. Monitoring is:

- Proportionate and necessary for safety and policy enforcement
- Conducted in line with UK GDPR, privacy, and human rights law
- Supported by certified third-party filtering and safeguarding services

2.4 We actively review online risks and technologies to ensure suitability for educational use. While we maintain robust controls, we cannot guarantee the nature of external content accessed online.

2.5 Online safety is rooted in education:

- Online safety is embedded across curriculum areas
- Staff model appropriate use of technology and maintain professional standards
- Staff receive training and take swift action when concerns arise

2.6 We involve learners and parents/carers in fostering responsible online behaviour. This policy is shared and discussed with learners; parents are encouraged to:

- Discuss this policy at home
- Model safe and respectful online use
- Supervise digital access and usage

2.7 We recognise that some learners are more vulnerable online, including those with SEND, EAL, trauma experiences, or looked-after children. We:

- Deliver tailored online safety education
- Provide additional safeguards and access support
- Involve specialist staff (SENCO, safeguarding leads) as required

2.8 We act in accordance with the law. Suspected criminal acts will be reported to the police. Learners must not use school networks or Wi-Fi for unlawful activity. Under the Computer Misuse Act 1990, offences include:

- Unauthorised access to data or systems
- Attempting to facilitate further offences
- Modifying data or software without permission



3. Learner Code of Conduct

- Learners must agree to the following:
- Use school systems and accounts for educational purposes only
- Follow staff instructions when using digital devices
- Keep passwords private and secure
- Log out of systems properly after use
- Avoid downloading software or connecting USBs without permission
- Use school email for school-related communication only
- Never attempt to bypass filters or access restricted areas
- Report concerning or inappropriate content to staff immediately
- Be respectful in all online communication and conduct
- Never record or share images, videos, or messages that could harm or upset others
- Respect intellectual property and copyright
- Report device damage or system issues to a teacher

Online and offline, I will:

- Treat others with respect
- Protect my own and others' privacy
- Follow the rules even when using personal devices on school premises
- Understand that my digital activity may be monitored for safety and compliance
- Accept that failure to follow these rules will result in disciplinary action and parental contact
- Remote Learning Protocols
- During live online sessions:
- Log in on time and be ready to learn
- Keep camera off and mic muted unless asked otherwise
- Use a blurred or virtual background if the camera is on
- Dress appropriately and behave respectfully
- Never record or photograph the session, teacher, or peers
- Understand that sessions may be recorded for safeguarding/educational use for up to 28 days

To maximise an online session:

- Be in a quiet, private space with minimal distractions
- Use headphones if possible
- Pay attention, follow instructions, and show patience during technical issues

Parental/Carer Expectations



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Parents and carers are encouraged to:

- Discuss this policy and reinforce expectations at home
- Provide a suitable environment for remote learning
- Ensure learners are appropriately dressed and prepared
- Use official channels for any communication with staff

Learner Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood, and agree to the rules included in the Acceptable Use Agreement.

I have read and understand the above and agree to follow these guidelines:

Name of Student:

Group / Course of study:

Sign:

Date:

Date Updated	To Review	Responsibility
July 2025	Jul 2027	NS