**Digital Access Acceptable Use Agreement**

**This agreement outlines the responsibilities and expectations for the use of laptops and tablets provided to Young People in Care in Years 12 & 13 and Care Leavers and their social workers or personal advisors.**

## Young people are expected to:

* Use the device appropriately, this may be for educational, recreational or social purposes.
* Take care of the device and avoid damage or loss.
* Follow the instructions and guidelines provided by their education providers and social workers / personal advisers.
* Report any technical issues or concerns to their social workers / personal advisers promptly.

## Social Workers / personal advisers are expected to:

* Provide guidance and support to young people on the appropriate use of the device.
* Monitor the use of the device during visits and check-ins.
* Assist in resolving any issues or concerns related to the use of the device.
* Ensure that all involved parties understand and adhere to this policy.

Acceptable Use

Devices should be used in a manner that is safe, responsible, and respectful. Acceptable use includes but is not limited to:

* Accessing educational resources and completing school assignments.
* Communicating with teachers, social workers / personal advisers, and peers for academic and social support.
* Researching information for educational projects and personal development.
* Participating in online classes, webinars, and educational activities.

# Unacceptable Use

Unacceptable use of the devices includes but is not limited to:

* Accessing, downloading, or sharing inappropriate content, such as explicit or violent material.
* Using the device for illegal activities or to engage in cyberbullying.
* Sharing personal information or engaging with strangers online without permission.
* Installing unauthorized software or applications.
* Damaging or tampering with the device.

# Security and Privacy

To protect the security and privacy of all users:

* Devices should be password protected, and passwords should not be shared.
* Regular updates and security patches should be applied to keep the device secure.
* Personal data should be handled with care and not shared without permission.
* Social workers and carers should provide guidance on safe internet practices.

# Consequences of Misuse

Failure to adhere to this agreement may result in consequences, including but not limited to:

* Temporary or permanent loss of access to the device.
* Meetings with social workers to address and resolve the misuse.
* Possible legal action if illegal activities are involved.

# Agreement

All parties involved must sign this agreement to confirm their understanding and acceptance of it. By signing, they agree to adhere to the guidelines and responsibilities outlined in this document.

## Signatures

