Skills and Employment
Cheshire West and Chester

The Principles Of Working Safely Online

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This document provides a summary of the key principles of working safely online. For full details please refer to the Online Learning Policy and Cyber Bullying Policy.

Users must not share or exchange any personal information while using the internet and/or any Virtual Learning Environments (VLE).
The use of chat rooms and live messaging may be used as part of the course delivery, these will be monitored by tutors. Users are reminded that these are solely for class-based activity and used only for the duration of the course. Online content must be appropriate and relevant to the delivery.
Users must not attempt to access, download or upload on the internet information that is obscene, sexually explicit, racist or defamatory, incites or depicts violence, accessed to cause distress to others or describes techniques for criminal or terrorist acts.
Users should be advised on security and encouraged to set secure passwords, change them regularly and not use the same one for all activities. Users should be encouraged to deny access to unknown individuals and know how to block unwanted communications.
Users should be supported to reject any unwanted requests for contact from other learners outside of the class environment.
Users must not infringe copyright - this includes unauthorised copying of images from the internet without permission, including the downloading of apps, games, music files etc.
Offensive or abusive language will not be tolerated during online teaching sessions, in group messages or online chats.
Computer users should make sure they log off at the end of their session to avoid other users accessing their desktop and private data.
Recordings or screen shots should not be taken without permission. Backgrounds should be blurred to minimise distraction. Depersonalise home settings.
Users must not post messages that contain: • Any offensive, obscene, harmful, threatening, abusive, harassing, slanderous, hate inciting, racist or criminal content • Anything that causes embarrassment to Cheshire West and Chester Council, its customers, clients or members • Personal data about another person including names, contact details and sensitive personal data eg about another user's mental or physical health, racial or ethnic origin, sexuality, gender, religious or other beliefs Messages will show who has posted them and learners must not pass messages off as being from another person.