

1. Introduction

This policy applies to students when using WEA equipment as part of their learning journey. This policy also details how students can secure the digital device whilst in their possession.

2. Who does this policy apply to

2.1 This policy applies equally to:

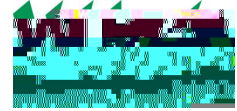
- WEA students in England
- WEA students in Scotland
- WEA students in Wales

3. WEA Laptops

All WEA students are required to:

- Ensure WEA digital devices are secure by never leaving them unattended.
- Always lock up WEA digital devices or keep them with you. This is especially important when on public transport or in a public place.
- Never leave WEA digital devices in vehicles unattended.
- Never take WEA digital devices outside of the UK unless approved by the Data Protection Officer.
- Do not use USB sticks to store or transfer any information.
- All WEA issued digital devices will come with security already set up so no need to install or configure any security products or applications.
- If you think your digital device has a virus or is not behaving as expected please report this to your tutor/support officer as soon as possible.
- Ensure you use lock your digital device as per the device instructions.

4. Use



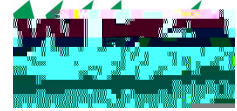
5. Internet Usage and Email Content

For your own protection and that of others, the WEA reserve the right to monitor internet and email usage and report any inappropriate use to a suitable authority.

- Use the internet to search for and access materials that are linked to your studies.

The internet must not be used for:

- Downloading illegal, offensive or obscene material
- Downloading or accessing materials that infringe personal liberties or promote extreme political views or radicalisation
- Creating websites that are o ille66 0 594.96 842.04 reW*nBT/F5 12 Tf1 0 0 1 81.864 5e:(ar1 8



8. Supporting documents

Document Title	Location
Data Protection Policy	https://intranet.wea.org.uk/data-protection/gdpr-policies

9. Contact information

Policy Owner: Head of Information Systems
Tel: 0300 303 3464
Email: dataprotection@wea.org.uk
Address: 10B, Josephs Well, Hanover Walk, Leeds, LS3 1AB

10. Revision history

Version Number	Date of Change	Description of Change
1.0	07/01/2021	Policy released in draft (subject to further review)
1.2	15/03/2022	Policy review
1.3	23/08/2023	Policy review