



**Learner
Agreement**

AGREEMENT



ATTITUDE

The SCC Academy provide free IT training with the intention of equipping individuals with the necessary computing skills to help develop their chosen career. We ask for no financial contribution but ask that everyone:

- Be respectful to participants and members of the SCC Academy Team.
- Attend every day and ensure they are punctual.
- Let someone from the SCC Academy know as soon as possible if they cannot attend for any reason.
- Be positive and encouraging and strive to help others where possible.
- Stay motivated; the struggle is worth it.
- Don't be afraid to ask for help.
- Be open to feedback, whomever it is from.
- Help the SCC Academy to be the best it can be by sharing posts and information with others.

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CODE OF CONDUCT

In order to keep all individuals, staff members and visitors to SCC Academy safe and to maximise the benefits that the course will bring, SCC Academy asks that everyone adheres to the following expectations. Failure to do so may result in an individual being asked to leave the academy.

- SCC Equipment should be used correctly and for its intended purpose.
- Bullying is not tolerated at SCC Academy. Do not discriminate, harass or bully any other participant, staff member or visitor in any way.
- No one may attend SCC Academy under the influence of drugs or alcohol.
- Alcohol, drugs and weapons of any sort are not allowed on the SCC Academy site.
- Health and safety guidelines must be adhered to at all times.
- Animals (with the exception of guide dogs) are not permitted at SCC Academy.
- Mobile phones should be either off or on silent during presentations and workshops. We would ask that calls not be made and the use of social media and texting is discouraged during these times unless it is an emergency.

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ESAFETY

These e-Safety rules help to protect participants and SCC Academy staff members by describing acceptable and unacceptable computer use.

- SCC Academy owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by SCC Academy.
- Irresponsible use may result in the loss of network or internet access or dismissal from the course.
- All network and internet use must be appropriate to the course.
- Copyright and intellectual property rights must be respected.
- Messages should be written carefully and politely, particularly as emails could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- SCC Academy ICT systems may not be used for private purposes, unless a coach has given specific permission.
- The use of SCC equipment for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.
- Individuals may not use USB storage devices with SCC Academy hardware unless this has been previously agreed with a coach.

SCC Academy may exercise its right to monitor the use of its computer systems, including access to websites, the interception of emails and the deletion of inappropriate materials where it believes unauthorised use of the computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

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AFTER THE COURSE

- If provided with a free tablet or laptop, individuals should return this to SCC Academy if it is no longer in use. Hardware must not be sold or given away.
- The SCC Academy may use quotes, videos or images involving participants as part of marketing campaigns or social media posts.
- The SCC Academy recommend that individuals complete post-academy revision activities and ask that they complete three follow-up questionnaires after the completion of the course to gauge the impact that the this has had.



IN RETURN

SCC Academy will provide:

- Participants with quality training to help develop their understanding concerning various aspects of technology
- Workshops and opportunities for them to learn
- Free lunch and drinks for those who require them (where appropriate).
- Individuals with the opportunity to work with others to develop collaborative and teamwork skills
- Participants with consolidation activities following their completion of the course
- Certain qualifying individuals with a free tablet device.
- Qualifying individuals with internet connectivity following their completion of the course.