



POLICY NAME	IT Policy for Students			POLICY NO.	CSP-IPX1
EFFECTIVE DATE	30/04/2026	DATE OF LAST REVISION	30/04/2026	VERSION NO.	2
OWNER OR RESPONSIBLE PERSON	Creator Shakers IT Department information@creatorshakers.org.uk		REVIEW INFORMATION	This policy will be reviewed annually. Students and Parents/Guardians will be notified of changes. Review On: 30/04/2026	
APPLIES TO					
GROUP 1	All Students	GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	C. Mallia	21/03/2025	Creation of Policy	
2	C. Mallia	30/04		

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INTRODUCTION

The purpose of this IT Policy is to ensure the appropriate use of the systems and applications provided by Creator Shakers to our students. This policy aims to protect the safety and privacy of our students while enabling them to fully benefit from the courses we offer.

SCOPE

This policy applies to all students enrolled in any of the courses offered by Creator Shakers. The policy covers the use of all systems and applications provided by Creator Shakers, such as Email Accounts, Google Accounts, Podcasting Accounts, Adobe Creative Cloud Accounts, Radio Presenting Accounts, and any other tools provided as part of the enrolled course.

APPROPRIATE USE OF SYSTEMS AND APPLICATIONS

General Guidelines

1. Compliance with Laws and Policies: All students must comply with all applicable laws and Creator Shakers' policies when using the provided systems and applications.
2. Respectful Communication: All communications made through the provided systems and applications should be respectful and professional. Harassment, bullying, or inappropriate content will not be tolerated.
3. Academic Integrity: Students must use the systems and applications for their intended educational purposes.

Use of Specific Tools

EMAIL ACCOUNTS AND GOOGLE ACCOUNTS

- Purpose: These accounts are provided for communication and collaboration related to course activities.
- Restrictions: Personal use of these accounts should be limited. Sending inappropriate, offensive, or unauthorized materials is prohibited.
- YouTube Channel Creation: Students enrolled in the Vlog-It! Course may use their Google accounts to create a YouTube channel as part of their course. Content must adhere to Creator Shakers' guidelines and YouTube's community standards.

PODCAST SPECIFIC AND RADIO SPECIFIC TOOLS

- Purpose: These accounts are provided to create and manage podcasting or radio content as part of the course curriculum.
- Restrictions: Content that is created by students must adhere to Creator Shakers' guidelines and should not include any inappropriate or offensive material. Please speak to your course instructor or leader for more information.

ADOBE CREATIVE CLOUD

- Purpose: These accounts are provided for creating and editing multimedia content as part of the course.
- Restrictions: Use of the software should be limited to course-related projects. Unauthorised sharing or distribution of software or content is prohibited.

MONITORING AND PRIVACY

ACCOUNT MONITORING

Creator Shakers actively monitors all activity on the provided accounts and systems to ensure student safety and adherence to this policy. Creator Shakers' reserves the right to monitor emails in accordance with relevant legislation. All emails are retained for up to two months after course completion, or until the mailbox is deactivated.

PRIVACY

While the privacy of our students is respected, monitoring is conducted to safeguard the students and to ensure compliance with our policies.

SECURITY

ACCOUNT SECURITY

Students are responsible for maintaining the security of all accounts provided to them. This includes using strong passwords and not sharing account details with others.

REPORTING SECURITY INCIDENTS

Any security incidents, such as unauthorised access or suspicious activity, should immediately be reported to the Creator Shakers' IT Team or to your course instructor.

CONSEQUENCES OF POLICY VIOLATION

DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary actions, including but not limited to suspensions of account privileges, removal from the course and notification to parents or guardians. Actions will be made depending on the severity of the incident and at the discretion of the course leader.

LEGAL ACTIONS

In the event of a severe violation, legal actions may be taken in accordance with applicable laws.

POLICY INFORMATION

SUPPORT AND ASSISTANCE

If you have any questions or require assistance regarding the use of provided systems and applications, students can ask their course instructors/tutors.

ACKNOWLEDGMENT

All students and their parents/guardians are required to acknowledge that they have read, understood, and agree to comply with this IT Policy.

By following this policy, we can ensure a safe and productive learning environment for all students at Creator Shakers.