

# FUSE USER POLICY



## 1. OUR COMMITMENT

We expect all of our employees, contractors, consultants and learners to comply with Lifetime Trainings terms of acceptable and unacceptable use of the LIFETIME FUSE Social Learning Platform, in conjunction with its established culture of ethical and lawful behaviour, openness, trust, and integrity.

## 2. OBJECTIVES

Lifetime Training provides access to FUSE to meet its missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects the company against damaging legal issues.

## 3. SCOPE

All registered users on the Lifetime Fuse Social Learning Platform are required to agree to this code of conduct when they log on and use the platform. You must accept the conditions set out below in order to access any material or service from the platform. If you have any questions about these conditions, please contact: [fusesupport@lifetimetraining.co.uk](mailto:fusesupport@lifetimetraining.co.uk).

Lifetime Fuse is an extension of your workplace so therefore, all other Lifetime policies apply during its use and Lifetime Training takes no responsibility for data charges incurred on your personal mobile devices as a result of using Lifetime Fuse.

You are responsible for exercising good judgment regarding appropriate use of Lifetime Fuse and its content in accordance with Lifetime Training policies, standards, and guidelines. Lifetime Fuse may not be used for any unlawful or prohibited purpose.

## 4. KEY CONTACTS

Phil Whitehouse, Head of Curriculum & Learning Technologies, [phil.whitehouse@lifetimetraining.co.uk](mailto:phil.whitehouse@lifetimetraining.co.uk)

Sarah Harrison, E-learning Governance Manager, [sarah.harrison@lifetimetraining.co.uk](mailto:sarah.harrison@lifetimetraining.co.uk)

Paul Henderson, Curriculum & Quality Project Manager, [paul.henderson@lifetimetraining.co.uk](mailto:paul.henderson@lifetimetraining.co.uk)

General Safeguarding, [supportme@lifetimetraining.co.uk](mailto:supportme@lifetimetraining.co.uk)

Michelle Kent, Designated Safeguarding Officer, [michelle.kent@lifetimetraining.co.uk](mailto:michelle.kent@lifetimetraining.co.uk)

## 5. DEFINITIONS

### SECURITY

Each individual is responsible for the security and use of their username and password. You are strictly forbidden to use the account, username or password of any other user. Likewise, you must not disclose your username or password to anyone else.

## **USER IMAGES**

You are permitted to add a picture of yourself to your user profile. You are not permitted to add a picture of someone else, or any image likely to cause offence. All unsuitable images will be removed and the user will be subject to the relevant disciplinary policy.

## **ASSESSMENT**

When using Lifetime Fuse to submit work for assessment you must remember:

- Any work you submit must be entirely your own work and must not have been copied either in full or in part from another person or from the internet.
- Any work you submit via this portal will be attributed to you, the logged in user.

## **COMMUNICATION**

When using Lifetime Fuse's communication facilities you must:

- Remember that you are conversing with real people who are staff or learners of Lifetime Training, or invited guests such as external verifiers or inspectors.
- Respect other people's views and beliefs.
- Only post comments which are appropriate to the particular discussion.

By contributing postings to any forum within the Lifetime Fuse platform you are granting permission to Lifetime Training to reproduce the content of your posting, and you also agree to allow other users to download or copy the content in accordance with these conditions.

When using Lifetime Fuse, you must agree to:

- Be honest, collaborative and helpful.
- Be responsible for your own actions.
- Be respectful of other users.
- Consider your actions before adding documents, videos or comments.

When using Lifetime Fuse, you agree NOT to:

- Post anything abusive, defamatory, obscene or otherwise illegal (including explicit images and extremist material).
- Behave in an impolite or offensive manner.
- Copy or forward e-mails or any other private messages without permission.
- Include material which is confidential or the copyright of which is owned by someone else, unless you have first obtained permission.
- Post material which contains viruses or other programs which may disrupt the Lifetime Training systems.
- Post any advertising or promotional material, unless this is linked directly to your programme.
- Post any materials to promote or advertise extremist views to others.
- Film colleagues, customers or members of the public without their permission.

Lifetime Training reserves the right to remove, vary or amend any of the content which appears on the Lifetime Fuse platform at any time and without prior notice. Any unsuitable content will be removed and the user will be subject to the relevant disciplinary policy.

## **COPYRIGHT**

Copyright of the learning material and all other content of the Lifetime Fuse platform are owned or controlled by Lifetime Training.

You are permitted to view, copy, and print documents within the Lifetime Fuse Social Learning Platform subject to your agreement that:

- Your use of the material is for your own personal information and for non-commercial purposes only.
- You will not modify the documents or graphics in any form.
- You will not copy or distribute graphics separately from their accompanying text and you will not quote materials out of their context.

## **6. CONFIDENTIALITY**

### **INFORMATION WE COLLECT**

In order to use the Lifetime Fuse platform you must have cookies enabled on your web browser. By accepting these conditions you agree to allow certain information about you to be collected from the Learning Platform. We collect your information by cookies. Cookies are small file structures used by the Learning Platform to 'request' information from the computer you are using. This information is then returned to the Learning Platform and stored. The types of information we collect may include usage statistics e.g. when users last logged into the system, when they accessed certain activities, or when they uploaded content.

We use this information to help improve the Lifetime Fuse services by ensuring that the material and content of the programme accord with the users' requirement and also to make sure users are not having problems with access. The usage statistics are visible to the Lifetime Fuse administrators and management team.

### **DATA PROTECTION**

Lifetime Training will deal with your personal data in accordance with the Data Protection Act.

In general, any personal information which you provide to Lifetime Training will only be used within Lifetime Training and by its service providers and will not be disclosed to any other person. However we may share information such as your username and password/email address within departments of Lifetime Training for purposes connected with your programme and your use of Lifetime Fuse. Lifetime Training may require this information to deal with user queries such as password reminders and to provide notification that a particular service has been suspended for maintenance.

By accepting these conditions you are giving your consent to Lifetime Training to process your personal data for the purposes described here.

### **DISCLAIMER**

Whilst Lifetime Training and our service provider will strive to ensure that Lifetime Fuse site is available 24 hours a day every day, Lifetime Training will not be liable if for any reason the site is unavailable at any time or for any period. Access to this site may be suspended temporarily and without notice in circumstances of system failure, maintenance or repair or for reasons beyond the control of Lifetime Training.

Lifetime Fuse contains links to websites outside of Lifetime Training's control; Lifetime Training is not responsible for the content of these sites. Lifetime Training gives no guarantee that these links will work all of the time and it exercises no control over the availability of the linked sites. Likewise, references and links to any such websites must not be taken as an endorsement by Lifetime Training of opinions expressed or services provided by those sites. Lifetime Training has no responsibility for the privacy policies of any linked websites.

## **RAISING AND REPORTING CONCERNS**

If you have any concerns or wish to report a piece of content in Fuse, you should use the Flag button in Fuse at the bottom of every piece of content. You are also able to flag inappropriate comments made about anything in Fuse using the Flag button next to each comment.

This will alert Lifetime Training to potential issues.

## **7. ASSOCIATED POLICIES**

- Lifetime Data Protection Policy
- Lifetime IT Policy
- Lifetime Public Interest Disclosure Policy
- Lifetime Disciplinary Policy
- Lifetime Learner Disciplinary Policy
- Lifetime Social Networking and Media Policy
- Lifetime Prevent Policy
- Lifetime Safeguarding Policy

## **FOLLOW OUR POLICIES**

All Lifetime policies, with special consideration of this Fuse User Policy, the Social Networking and Media Policy, Data Protection Policy and IT Policy, apply to your online conduct and the use of the Lifetime Fuse online platform, please make sure you are familiar with them.

Your agreement to this policy is required to continue using the Lifetime Fuse Social Learning Platform. Please sign below to confirm your acceptance of the above Terms & Conditions.

Signed:

Print Name: