

Bringing your own device to use at Hybrid

As you prepare for your online exams, it is a good idea to complete your course tests, progress tests and mock exams on a computer. As well as checking you're on track with your studies, it helps you to become familiar with the software format and functionalities, giving you confidence and getting you assessment-ready.

We're happy for you to bring your own device, such as a laptop or tablet, into a Hybrid centre. You might feel more comfortable using a device you know.

Examples of courses materials where your device could be used are:

- City & Guilds Smart Screen
- NICEIC
- Gas Safe

All course materials are sent to you in advance of the course and there are also hard copy materials available at Hybrid.

If you do bring your device to class, there are a few things you need to be aware of:

- Secure Wi-Fi is available in our centre – you'll need to sign up using your email address to access it. It's a good idea to complete the sign-up process before you go into class.
- We've installed extra electrical power sockets in centre, so you can plug in to keep your device charged. However, we can't guarantee there will be enough for everyone so it's a good idea to ensure your device is fully charged at the start of each day.
- Keep it quiet – remember to keep your device on mute so you don't distract the rest of your class.
- Our teams in centre are not IT experts! We'll try to help you with any technical issues, but we may not be able to. It is a good idea to take your device into a centre beforehand to check you can connect to the Wi-Fi so you're not rushing on the actual day you need it.
- Hybrid cannot accept responsibility for any loss, theft or damage of your device or associated accessories whilst on our premises; you bring it to Hybrid at your own risk. We don't have anywhere to store your device when it is not in use, so it is up to you to keep it safe.

- Staying safe online. Being safe and vigilant online is something that we all need to remember.
 - Be vigilant against potential “phishing” attempts
 - Be careful what you download
 - Be careful who you “meet” online
 - Be aware of your digital footprint
 - Protect your identity
 - If you come across online material promoting terrorism or extremism or other inappropriate content please contact our safeguarding line on **07887492832**

If you've any questions about whether to bring your device into Hybrid, please get in touch on

Directors Signature: 