Learner Sign-Up Guide

Safe sign-up checklist for classes · Back in the Room Education · AI & Digital Learning Hub

Before the lesson

Check the provider’s current terms yourself: age requirements, account rules, privacy policy and accessibility statement. Confirm what personal data is needed — some platforms need only a display name.

Choose accounts carefully

Prefer managed school or college accounts. If personal emails are needed, check your organisation’s policy and involve parents/carers where required.

During sign-up

Walk through it together on screen. Show exactly what is shared and what is optional. Never let a learner sign up alone for the first time.

Privacy basics to teach

First name only (or a nickname); no phone numbers; no photos; nothing about themselves that identifies them. If a form asks for it, ask why.

Accessibility

Check captions, transcripts, text size and keyboard use before the lesson, not during. Have a non-digital alternative for anyone without a device or connectivity.

After the lesson

Show learners how to delete accounts or data if they want to, and remind them who to tell if anything upsets them.

> A badge or certificate is not a qualification — make that clear to learners and parents.

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