



## ICT Acceptable Use Policy

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### SUMMARY OF CHANGES TO DOCUMENT

Summary of Changes between previous and current issue	Page Number
The document has been reviewed and considered to be up to date. Only very minor changes (e.g. Quercus reference).	-

# ICT Acceptable Use Policy

## Acceptable use of the internet in the College

All students, staff, volunteers and proprietors are expected to sign an agreement regarding the acceptable use of the College's ICT systems and the internet. Visitors will be expected to read and agree to the College's terms on acceptable use if relevant.

Use of the College's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by students, staff, volunteers, proprietors and visitors (where relevant) to ensure they comply with the above.

More information is set out in the **acceptable use agreements** in pro forma 1 and 2 below.

## Students using mobile devices in the College

Students may bring mobile devices into the College, but are not permitted to use them during (unless authorised by the lecturer/member of staff):

- Lessons
- Personal Tutor time
- Clubs on the premises, or any other activities organised by the College

Any use of mobile devices in the College by students must be in line with the **acceptable use agreement** (see pro forma 1). Any breach of the acceptable use agreement by a student may trigger disciplinary action in line with the College's **behaviour policy**, which may result in the confiscation of their device.

## Staff using work devices outside the College

Staff members using a work device outside the College must not install any unauthorised software on the device and must not use the device in any way which would violate the College's terms of **acceptable use agreement**, as set out in pro forma 2.

Staff must ensure that their work device is secure and password-protected with a strong password, so too their online login details to Quercus, Moodle and any other college online resource they have access to, and that they do not share their password with others. They must take all reasonable steps to ensure the security of their work device when using it outside of the College. Any USB devices containing data relating to the College must be encrypted.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager. Work devices must be used solely for work activities.

## How the College will respond to issues of misuse

Where a student misuses the College's ICT systems or internet, we will follow the procedures set out in the behaviour policy. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

Where a staff member misuses the College's ICT systems or the internet, or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff disciplinary procedures. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.

The College will consider whether incidents which involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

## Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including **cyber-bullying** and the risks of **online radicalisation**. Refresher training will be provided annually.

Staff generally, will receive training on safe internet use and online safeguarding issues as part of their safeguarding training. Volunteers will receive appropriate training and updates, if applicable.

## Monitoring arrangements

The Welfare Officer logs behaviour and safeguarding issues related to online safety. This policy will be reviewed annually.

## Links with other policies

This online safety policy is linked to our:

- Safeguarding vulnerable adults policy
- Prevent policy
- Behaviour policy
- Staff disciplinary procedures
- Privacy notices
- Complaints procedure
- Information audit procedure

## Pro Forma 1: DGHE - acceptable use agreement (students)

### Acceptable use of the College's ICT systems and internet: agreement for students

Name of student:

When using College's ICT systems and accessing the internet in the College, I will not:

- **Use them for a non-educational purpose**
- **Use them without a teacher's permission**
- **Access any inappropriate websites**
- **Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)**
- **Use chat rooms**
- **Open any attachments in emails, or follow any links in emails, without first checking that they are safe from virus or other illicit material**
- **Use any inappropriate language when communicating online, including in emails**
- **Share my password with others or log in to the College's network using someone else's details**
- **Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher**

If I bring a personal mobile phone or other personal electronic device into the College:

- **I will not use it during lessons, tutor group time, clubs or other activities organised by the College, without a teacher's permission**
- **I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online**

I agree that the College will monitor the websites I visit.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the College's ICT systems and internet responsibly.

Signed (student):

Date:

## Pro Forma 2: DGHE - acceptable use agreement (staff, volunteers and visitors)

### Acceptable use of the College's ICT systems and the internet: agreement for staff, volunteers and visitors

Name of staff member/volunteer/visitor:

When using the College's ICT systems and accessing the internet in the College, or outside the College on a work device, I will not:

- **Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature**
- **Use them in any way which could harm the College's reputation**
- **Access social networking sites or chat rooms**
- **Use any improper language when communicating online, including in emails or other messaging services**
- **Install any unauthorised software**
- **Share my password with others or log in to the College's network using someone else's details**

I will only use the College's ICT systems and access the internet in College, or outside College on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the College will monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside College, and keep all data securely stored in accordance with this policy and the College's data protection policy.

I will let the Welfare Officer and ICT manager know if a student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the College's ICT systems and internet responsibly, and ensure that students in my care do so too.

Signed (staff member/proprietor/volunteer/visitor):

**Date:**