SCLS Acceptable IT User Policy 2023-2024

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ICT Network/PC/Laptop/Tablet Acceptable use Policy

1. Introduction

SCLS seeks to promote and facilitate the positive and extensive use of Information Technology (IT) in the interests of supporting the delivery of learning.

It is the responsibility of all users of Sefton Community Learning Service (SCLS) IT services to read and understand this policy.

2. Purpose

This Acceptable Use Policy is intended to describe what is acceptable activity to ensure the security of SCLS ICT network, to protect the disclosure of information and ensure we can prevent, as far as possible, cyber-attack or cybercrime.

Sefton Community Learning Service reserves the right to examine or delete any files that may be held on the Network Computers/Laptops and monitor all internet activity.

3. Scope

This policy applies to learners and tutors of SCLS.

The ICT Acceptable Use policy for other authorised users of Sefton's ICT systems is available on the Data Protection and Information Handling page on the intranet.

This document outlines what SCLS deems to be acceptable and unacceptable use of ICT.

4. Unacceptable Use and Consequences

The rules and conditions set out below must be complied with at all times. Failure to do so will result in the facility being withdrawn.

- Activity that threatens the integrity or smooth running of the network, or any activity that corrupts or attacks the network is strictly forbidden.

- All Internet activity should be appropriate to course requirements.

- Users are responsible for all e-mails they send and for the contacts made that may result in e-mails being received.

➤ Permissions must be given for connecting or disconnecting network hardware or peripheral devices.

➤ Copyright of all materials stored on the network must be respected. (Do not assume that all Internet material is copyright free). Ensure that you have permission to use the original work of others in your own work. Where work is protected by copyright, this must not be downloaded (including music and videos)

➤ Using the SCLS Computers/Laptops, tablets and/or network to access sites that display inappropriate materials such as pornographic, racist, radicalisation or any form of offensive materials is strictly forbidden. Create, download, share, upload, display or access knowingly, sites that contain "unsuitable" material that might be deemed illegal, obscene or offensive can lead to criminal investigation. *"Unsuitable" material would include data or images, the transmission of which is illegal under British law, and, material that is against the rules, essence and spirit of this and other Council policies.*

➤ Attempting to use any programmes or software that might allow to bypass the filtering/security systems in place to prevent access to such materials is forbidden.

➤ Users must be aware of, and familiarise themselves with the e-safety information provided at induction and ask the tutor if they don't understand any of the information.

➤ Users must take reasonable care of SCLS IT equipment and report any faults, damage, loss or theft of equipment to SCLS. If the equipment is stolen the user will ensure the police are informed

➤ Users must keep username and password safe and secure, not share it or try to use any other person's username and password.

Access the following categories of websites is forbidden

- o Illegal
- o Pornographic
- o Violence
- o Hate and discrimination
- o Promoting extremist views
- o Offensive
- o Weapons
- o Hacking
- o Web chat
- o Gambling
- o Dating
- o Radio Stations
- o Games
- o Social Media Sites - unless this is part of your course

5. Access to IT devices

SCLS aims to ensure that learners should have safe access to digital technologies and devices to engage on and enhance learning.

On selected courses, SCLS provides learners with free access to a Microsoft Office 365 account to use for educational purposes, whilst learning with us.
When using SCLS equipment or Microsoft Office 365 account, **users must not**:

- ➤ Subscribe to, enter or use peer-to-peer networks or install software that allows sharing of music, video or image files.

- ➤ Subscribe to, enter or utilise real time chat facilities such as chat rooms, text messenger or pager programs.

- ➤ Install or attempt to install or store programmes of any type on any SCLS device, nor try to alter computer settings inappropriately.

- ➤ Disclose or share personal information about self or others (this could include images, names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details, etc.), without their permission

- ➤ Open any hyperlinks in emails or any attachments to emails if there is any concern about the validity of the email, unless known to be from a trusted person/organisation who sent the email (due to the risk of the attachment containing viruses or other harmful programmes)

- ➤ Run a private business.

The above list gives examples of "*unacceptable*" usage but is neither exclusive nor exhaustive.

6. User Agreement

This acceptable user agreement is intended to ensure that:

- learners will be responsible users and stay safe while using the internet and other digital technologies

- SCLS systems, equipment and users are protected from accidental or deliberate misuse that could impact the security of the systems

- learners will have good access to digital technologies to enhance their learning and SCLS will, in return, expect learners to agree to be responsible users.

For users' own personal safety:

- o I understand that the SCLS systems and devices are <u>only</u> intended for educational use and that I will not use them for personal or recreational use.

- o I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- o I will be polite and responsible when I communicate with others, I will not use strong, aggressive, or inappropriate language and I appreciate that others may have different opinions.

- o I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line whilst using a SCLS IT equipment and systems

- o I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others

- o When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Appendix 1

As a user of Sefton Community Learning Service's Networked Computers/Laptops or tablets, I have read and fully understand the terms and conditions of the Acceptable User Policy. I am aware that my computer and internet usage is being monitored. I am aware that any breach of the policy will result in the facility being withdrawn from my use. I understand that I am responsible for my actions, both in and out of SCLS premises.

Learner Name	Learner Signature	Date