



Employment Learning and Skills Division

ICT ACCEPTABLE USE POLICY

Adult Learning Service



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ICT Acceptable Use Policy

Employment Learning and Skills, Adult Learning Service provides IT resources for learners and other users to support and enhance their learning or to allow work to be carried out for or on behalf of the Service.

1 Purpose

- 1.1 The purpose of this policy is to outline the acceptable and unacceptable use of computer equipment or "on-line services" owned or leased by the Adult Learning Service.
- 1.2 These rules are designed to protect Adult Learning Service IT infrastructure and data and define Adult Learning Service views on what constitutes acceptable use of the IT resources it provides. These requirements enable Adult Learning Service to comply with procedural and legal frameworks and requirements

2 Scope

- 2.1 This policy applies to all users of Halton Adult Learning ICT equipment, email or online services.
- 2.2 Learners or members of staff who contravene this policy may be subject to the relevant Disciplinary Procedures.
- 2.3 Staff should also refer to [HBC Acceptable Use Policy and Social Networking Guidance](#) and Adult Learning Staff Code of Conduct 2022.
- 2.4 Learners will sign an Acceptable Use Agreement at the point of induction.

3 Acceptable Use Requirements

- 3.1 Learners must not use Adult Learning Service's IT systems to obtain, manipulate or distribute material which may be considered offensive or inappropriate in any way. Adult Learning Service will make the final decision on whether material is offensive or inappropriate but this will include material which is clearly pornographic, homophobic, sexist, racist or abusive.
- 3.2 Learners should report any issues of cyber bullying and inappropriate or harassing online communications to their tutor or a member of staff. This includes online sexual harassment.
- 3.3 Users must not change computer settings or install software on Adult Learning Service's computers. IT staff are the only people authorised to install software, perform maintenance or move IT equipment within Adult Learning Service. If you see anyone tampering or moving any computer equipment please inform a member of staff immediately.
- 3.4 Learners must check that memory sticks are free of viruses and inappropriate or illegal material before using them in Adult Learning Service equipment. Learners who knowingly bring viruses or other malware into Adult Learning Service may be subject to the Learner Disciplinary Procedure.

- 3.5 Apart from USB memory sticks or similar storage devices, no IT equipment or devices should be physically connected to the Adult Learning Service network. This includes cameras, tablets, laptops, portable hard drives, phones etc.
- 3.6 Learners may use their own laptop, phone or other portable device to connect to the guest wireless network provided by Adult Learning Service.
- 3.7 Adult Learning Service's wireless networks may only be used by learners or guests of Adult Learning Service.
- 3.8 Users must not store personal data on Adult Learning Service computers or networks and are advised conducting any financial transaction on shared equipment carries a very high risk; personal data may not be safe.
- 3.9 Internet content is filtered to prevent staff, learners and guests from accessing or viewing inappropriate material and harmful files using Smoothwall filtering. Learners must inform a member of Adult Learning Service's staff immediately if they find an inappropriate site is accessible.
- 3.10 Learners also have a duty to report to Centre staff other users who they suspect may be engaged in research or activities which could relate to criminal activities or to the support of terrorism or radicalisation.
- 3.11 Internet access is monitored. Inappropriate usage may lead to disciplinary action. Learners should be aware that if criminal activity is suspected, the police may be informed.
- 3.12 Learners must not download or use copyright protected material, data or information unless they have the permission of its owner or owners or usage falls within current permitted rights.
- 3.13 Learners who have been given access to Adult Learning Service's systems or online services
- are responsible for all activity made using their online account
 - must not give their password to anyone else
 - must inform Adult Learning Service's staff if they believe their account is being used by someone else
 - must not share their login details
 - should not attempt to log on as someone else or use a computer while somebody else is logged in
 - must ensure they log out of all services when they have finished using them
- 3.14 The Adult Learning Service is not responsible for files, data or information stored on external services, for example Microsoft's One Drive, Google Drive, Dropbox or similar services.

- 3.15 Learners should check that IT workstations, chairs and other equipment are in the right position for their own use so the computers are comfortable and easy to use. Adult Learning Service's staff can advise learners on how to adjust a workstation.
- 3.16 Learners with additional needs who require specialist equipment or adaptations should speak to their class Tutor or a member of the Learner Services Team for support.

4 Remote Learning

- 4.1 Staff will avoid communicating with learners through personal accounts and will use work provided equipment where possible.
- 4.2 Staff will avoid one to one sessions where possible and for learners under the age of 18, request that a parent is present in the room for the duration, or ask a colleague or member of SLT to join the session
- 4.3 'Live' sessions should be recorded on HBC equipment only. Agreement must be sought from all participants who must be informed before recording starts and informed of where recording will be stored, how long for and who will be able to access recording.
- 4.4 Staff will record the length, time, date and attendance of any online sessions held and follow the set timetable.
- 4.5 Appropriate privacy and safety settings will be used to manage access and interactions, including disabling/limiting 'chat' and 'share screen' functions.
- 4.6 Access links should not be made public or shared by participants. Learners should not forward or share access links.
- 4.7 Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
- 4.8 All participants are expected to behave in line with existing policies and expectations. This includes:
- appropriate language will be used by all attendees
 - staff will not take or record images for their own personal use
 - learners must not record events for their own use
- 4.9 Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.
- 4.10 When sharing videos and/or live streaming, participants are required to:
- wear appropriate dress
 - use neutral/blurred backgrounds if available

- ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds
- 4.11 Learners are encouraged to report concerns during remote and/or live streamed sessions to the member of staff running the session.
- 4.12 Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with the Online Safety Policy and Acceptable Use policy.

5 Compliance

Users failing to comply with the requirements of this policy may be subject to action under Learner Conduct/Disciplinary Policy & Procedure.

ACCEPTABLE USE AGREEMENT

I understand that I must use Adult Learning Service ICT systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users.

- I understand that my use of Adult Learning Service ICT systems, devices and digital communications will be monitored. I am aware that any illegal activity can be reported to the police.
- I will not try to upload, download or access any materials which are illegal (eg. child sexual abuse images, criminally racist material, terrorist and extremist material, adult pornography covered by the Obscene Publications Act), or material that is inappropriate or may cause harm or distress to others.
- I will ensure any online communication is respectful and will report any communication that makes me uncomfortable or unsafe to a member of staff without delay.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to a member of staff. This includes activities related to terrorism or radicalisation.
- I will not install nor try to install programmes of any type on an Adult Learning Service device, nor will I try to alter computer settings, unless I have permission to do so.
- I will check that any personal memory sticks are free of viruses and inappropriate or illegal material before using them in Adult Learning Service equipment. (No other personal devices should be physically connected to the Adult Learning network.)
- Where work is protected by copyright, I will not download or distribute copies (including images, music and videos).
- I will keep my log in details secure and inform staff if I believe my account is being used by someone else. I will not share or forward access links to online sessions.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I understand that if I fail to comply with this acceptable use agreement, the Adult Learning Service has the right to remove my access to Adult Learning Service systems/devices

I have read and understand the above and agree to use the Adult Learning Service digital technology systems (both in and out of Adult Learning Service) and my own devices (in Adult Learning Service and when carrying out communications related to the Adult Learning Service) within these guidelines.

Name: Signed:

Date: