



ICT USE POLICY AND GUIDANCE FOR STUDENTS

Completed on: 23/05/20

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Review date: 23/05/21

Table of Changes

Change Made:	By:	Date:	Version
Business name, logo and contact details	C. Gowlett	19/11/17	1.1
Reviewed – no changes	J Manno	23/05/18	1.2
Reviewed – no changes	J Manno	23/05/19	1.3
Reviewed – no changes	J Manno	23/05/20	1.4

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

Introduction

As a student, The Training Initiative provides you with access to a range of ICT equipment to support your learning, to help you develop your skills for the future, gain experience of industry standard software and become confident in the use of ICT.

The aim of this guidance is to: -

- inform students of their ICT entitlements
- ensure security of The Training Initiative IT systems
- support an effective teaching and learning environment for all The Training Initiative IT users
- ensure that users do not use The Training Initiative IT systems to break the law
- help safeguard students from IT-based threats.

This policy applies to all students wishing to use The Training Initiative IT systems. Use of these systems will be regarded as acceptance of the conditions stated below.

1. Terms of Use

These guidelines apply to all computers, mobile devices, software and data within The Training Initiative; or belonging to The Training Initiative but located elsewhere. It includes the use of our Virtual Learning Environment and it covers remote access from outside of The Training Initiative, regardless of which device is used to make the connection e.g. personal computer at home, mobile phone. These resources are provided on the understanding that they are not misused in any way that will interfere with, disrupt or prevent anyone from legitimately using The Training Initiative resources.

You may use your personal laptop or other mobile device to connect to The Training Initiative wireless network but you must ensure that an appropriate anti-virus/anti-malware protection is installed, and we reserve the right to revoke access to unprotected/infected devices.

Use of ICT facilities is subject to the provisions of the Data Protection Act 1998, Copyright, Design and Patents Act 1988, Protection from Harassment Act 1997, Communications Act 2003, Malicious Communications Act 1988, Public Order Act 1986, Obscene Publications Act 1959 and 1964, Protection of Children Act 1978, Sexual Offences Act 2003, Sex Offences Act 2003 Memorandum of Understanding and the Computer Misuse Act 1990.

2. Conditions of use of The Training Initiative IT equipment

The Training Initiative systems are provided for purposes related to your The Training Initiative course only. For any other use, you will need to ask permission from your tutor or lecturer. You will be allocated a personal login only after completion of all enrolment procedures.

ICT Acceptable Use Policy

- 1) Use of the Internet Use of the Internet should be for research and finding sites that help in the completion of The Training Initiative work. Any sites that require payment for services should not be accessed. Should unsuitable sites be accessed inadvertently, please inform the appropriate member of staff.

2) Social Networking Sites Social networking sites e.g. Facebook are for use outside of class only unless a tutor has specifically asked for them to be used as an integral part of your course. Please note that when using such sites – DO NOT share your details with anyone you do not know.

You may NOT use The Training Initiative systems for: Creating copying, sending, storing, displaying or receiving of:

- Any offensive, obscene or indecent images, data or other material
- Materials which is designed or likely to cause upset, annoyance, inconvenience or needless anxiety
- Material which could be considered menacing, discriminatory, harassing, bullying, fraudulent or confidential/private
- Material that is for “leisure activity” (e.g playing games) unless this is an integral part of the course
- Material that infringes the copyright of another person, including unlicensed or illegal software

You must not create, run, send, store or transmit:

- Defamatory or libellous material
- Unsolicited commercial or advertising material
- Inappropriate material to any other network users or distribution lists that wastes network resources
- Personal resources e.g. photographs, music

You must not:

- Use other people’s passwords or log in identities
- Change, copy, corrupt or destroy any other users, data
- Deliberately introduce viruses, worms, Trojans or other harmful or nuisance programmes or files on to The Training Initiative systems
- Enable access to any non- The Training Initiative members without permission
- Install, remove or copy software
- Change screensavers, workstation configurations
- Disconnect cables on equipment or connect other devices to any PC
- Record images without the explicit consent of the individual(s) captured in the photograph or video. These images must not be used in an inappropriate way
- Use the The Training Initiative IT system in a manner that could be reasonably regarded as being discriminatory based on race, religion, belief, gender, sexual orientation, gender reassignment, age, or disability.

- Access material that involves extremist organisations and/or promote beliefs contrary to British values.

The Training Initiative reserves the right to define all terms (e.g. menacing, indecent, defamatory and libellous in the light of current legal and best industry practice standards.

Please note that it is ILLEGAL to view indecent images of children.

3. Monitoring

The Training Initiative monitors internet access and emails to ensure that users make appropriate use of the system. The Training Initiative complies with the Regulation of Investigatory Powers Act (2000).

4. Unacceptable use

Contravening this guidance may result in the suspension of a student's network account and, depending on circumstances, will result in disciplinary action, up to and including exclusion from The Training Initiative. If the action is unlawful it may result in criminal prosecution.