

## Online Safety & ICT Systems Acceptable Use Policy

Digital technologies have become integral to the lives of learners, both within CT Skills learning centres and outside of them. These technologies are powerful tools, which provide new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access. However, the accessibility and global nature of the internet and different technologies available mean that we are also aware of potential risks and challenges associated with such use, which include potential safeguarding/child protection and concerns relating violent/non-violent extremism and the radicalisation of people within our local communities,

This policy relates to all learners, staff and visitors who have access to CT Skills ICT Systems, both on the premises and remotely.

In accordance with our duty to safeguard our learners we will do all that we can to make our learners and staff aware of the precautions they should take to be safe online and to satisfy our wider duty of care and that our ICT users are protected from unsuitable content which includes, but is not limited to adult material, gambling, drugs, discrimination, racism, violence, terrorism, and extremism.

### This Online Safety & Acceptable Use Policy is intended to ensure:

- That learners, staff and visitors will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use
- That company systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

CT Skills will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users.

### Users' responsibilities:

All users understand they must use CT Skills ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users. CT Skills will not tolerate any abuse of ICT systems. Whether offline or online, communications by learners, staff and visitors must be always courteous and respectful. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with other relevant policies and procedures.

### For their own personal safety users should:

- understand that CT Skills will monitor their use of the systems, devices, and digital communications
- keep username and password safe and secure, not share it, nor try to use any other person's username and password. Users should not write down or store a password where it is possible that someone may steal it
- be aware of "stranger danger", when communicating online
- not disclose or share personal information about themselves (other than that required in accordance with job seeking, applications or references) or others when online (this could include names, addresses, email address, telephone numbers, age, gender, educational details)
- should the user arrange to meet people offline that they have communicated with online, they should do so in a public place and take another individual / adult with them
- immediately report any unpleasant or inappropriate material or messages or anything that

makes me feel uncomfortable when they see it on-line

**The user will abide by the acceptable use of ICT, both on site and remotely as follows:**

- Use own personal devices (mobile phones / USB devices etc.) in CT Skills centres if they have permission.
- Understand the risks and will not try to upload, download, or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials
- Not use the internet or email to access or share any material that may be considered to relate to terrorism or extremism
- Not use the internet or email to engage in or support the radicalisation, or potential radicalisation of any individual
- Immediately report any damage or faults involving equipment or software, however this may have happened
- Not open any hyperlinks in emails or any attachments to emails, unless the user knows and trusts the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- Not install or attempt to install or store programmes of any type on any company device, nor try to alter computer settings
- Only use social media sites with permission and at the times that are allowed.

**The user understands that everyone has equal rights to use technology as a resource and:**

- CT Skills systems and devices are primarily intended for educational use and that they will not use them for personal or recreational use unless permission is granted
- will not try (unless they have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- will not use CT Skills systems or devices for file sharing, or video broadcasting (e.g., YouTube), unless they have permission of a member of staff to do so.

**The user will act as they expect others to act towards them:**

- They 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.
- They will be polite and responsible when they communicate with others, they will not use strong, aggressive, or inappropriate language and appreciate that others may have different opinions.
- They will not take or distribute images of anyone without their permission.

**When using the internet for research or recreation, the user recognises that:**

- They should ensure that they have permission to use the original work of others in their own work
- Where work is protected by copyright, they will not try to download copies (including music and videos)

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

### Employees, contractors, and volunteer responsibilities:

In addition, all employees, contractors, and volunteers are responsible for using our ICT systems and mobile devices in accordance with our Employee Handbook and Safeguarding & Prevent Policy.

They have a responsibility to ensure they always display a model example to learners and visitors through embedded good practice in the use of ICT technology. All digital communications with learners must be always professional and carried out in line with the CT Skills Employee Handbook. Online communication with learners is restricted to the CT Skills network. External platforms such as social media sites must not be used as an online communication method to learners or visitors.

All employees, contractors and volunteers should also be alert to signs on abuse and extremism and take responsibility for referring concerns to the local Safeguarding Champions, in line with our Safeguarding and Prevent policies and procedures.

### Incidents and Response

Where an online safety incident is reported to CT Skills, this matter will be treated seriously. We will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring, including where we have identified an individual may be at risk of radicalisation.

Following any incident, CT Skills will investigate and decide on the most appropriate and proportionate course of action, which may include recourse to other policies and procedures such as the relevant Disciplinary Procedure, Safeguarding and Prevent Policy.

