

Acceptable Use Policy

December 2024

Effective Date: [OBJ] 11 December 2023

Next Review Date: [OBJ] 01 December 2026

Policy Owner(s): Exec Director of IT and Digital

Ratified: 11 December 2023

By: Executive Board

Acceptable Use Policy

1.0 Purpose

The college seeks to promote and make easy the proper use of technology in the interests of communication, teaching and learning. Whilst the traditions of academic freedom will be fully respected, this also requires responsible and legal use of the technologies and facilities made available to the Service.

2.0 Scope

This policy covers appropriate use of e-communication systems for staff and applies to all employees operating on behalf of Newham College. This facilitates internal and external communication, and to provide access to information and materials on the internet. These systems are college property and are provided for the transaction of Service business and are in line with our Safeguarding policy

3.0 Policy

Acceptable Use Policy (including social networking facilities). All Service staff will be provided with a copy of this policy and will be required to sign the declaration at the back of this policy to show their acceptance of its terms. This form will then be retained on your Human Resources file. You will be expected to always comply with this policy. In any event, use of the systems is considered as consent to this policy and its content. This policy is underpinned by the key principles of the staff code of conduct.

Any breach of this policy may result in disciplinary action, which might, depending on the circumstances, include dismissal. A breach or suspected breach of policy by Service staff, contractor, partners or learner may result in the temporary or permanent withdrawal of Service ICT hardware, software or services. Policy breaches may also lead to criminal or civil proceedings.

4.0 Personal use

Service E-Systems and the use of e-communication is primarily for work-related purposes and telephone, computer and e-mail accounts are the property of the Service and are designed to assist in the performance of your work. Whilst the Service will attempt to respect your privacy, you should have no expectation of privacy in any e-mail sent or received, or any websites visited. Whether it is of a business or personal nature, or in any telephone calls.

5.0 Use of the Colleges e-communications

E-mails should be drafted with care. Due to the informal nature of e-mail, it is easy to forget that it is a permanent form of written communication, and that material can be recovered even when it is deleted from your computer or the cloud. The College places a disclaimer at the end of outgoing emails to disassociate itself from the email content.

5.1 You should not send unnecessary emails or copy other recipients into the message without good reason. Unnecessary emails waste colleagues' time and congest the email system. You should regularly delete e-mails to prevent over-burdening the system. The 'All' address facility is not to be used for messages of a personal nature. The all-staff email and all-learner group emails will have limited access.

5.2 All staff have Service email in the form of name@newham.ac.uk accounts for effective communication between the College, tutors and peers. Learners and staff agree the Acceptable Use Policy from JA.NET when logging onto the Service computers. See **document Ja.Net policy**

5.3 You must not use the Service's e-communication systems to send or view any materials that might cause offence to any person by reason of: See Safeguarding and Equality and Diversity policy

- any sexually explicit content.
- remarks relating to a person's sex, race, disability, sexual orientation, gender
- reassignment, religion, belief, political beliefs, age, ethnic origin, colour or nationality
- Any other materials that you believe are offensive, illegal, immoral or contrary to public policy.

5.4 You must not send chain letters via the electronic mail, including joke or "good will" emails. These systems are used to gather email address which are then sold. If you receive virus warnings or chain letters via email, or receive anything that is questionable or illegal, then please contact the Colleges' IT department

5.5 Subscription to Internet mailing lists should be limited to those directly related to your work in the Service.

5.6 The College reserves the right to block what it considers unnecessary or inappropriate websites or downloads and any attempts to disable, defeat or circumvent any of the College's computer security facilities will constitute gross misconduct.

5.7 You must not download software which requires a licence. Software requests should be may to IT departments. College staff should not download or install any additional software or introduce non-text files or unknown messages on to the College's system.

You must not take any copies of software on the Service's system for your own unless agreed with the IT department and line manager, this must also be in writing.

6.0 Use of Public e-communications

Whilst the College recognises staff rights to a private life, during any use of social networking sites, or maintenance of personal blogs (online diaries), you are required to refrain from making any reference to the College that could bring it into disrepute. You must not make negative, derogatory or defamatory remarks in e-communications about staff, learners, competitors or any other person. Any such remark could result in legal action against you and/or the College. The College will consider any personal information that staff make available on networking sites or blogs to be in the public domain. Staff should ensure that any such information does not bring the Service or its reputation into disrepute

7.0 Copyright and Downloading

Copyright applies to all text, pictures, video and sound, including those sent by e-mail or on the Internet. Files containing such copyright protected material may be downloaded, but not forwarded or transmitted to third parties without the permission of the author of the material or an acknowledgement of the original source of the material, as appropriate. If you copy, amend or distribute any such material without the copyright owner's consent, you may be sued for damages by the copyright owner.

8.0 General Computer Usage

You are responsible for safeguarding your password for the system. For reasons of security, your individual password should not be printed, stored online or given to others. User password rights given to you should not give rise to an expectation of privacy. You must change your password when prompted. The College will not be liable for any loss of files if you do connect your personal laptop to the network. Multi Factor will be applied where possible.

9.0 Teaching and Learning using Technologies (including social networking sites)

Blocking and banning social networking sites limits exposure to risk but is not suitable or beneficial to tutors or learners in the 21st century. Informal learning using social networking facilities is a 'way of life'. It is our policy to empower our staff and learners. The Service provide a network account, safe storage, a virtual learning environment using MOODLE VLE, including forums.

9.1 The Service permits the use of innovative technologies and facilitates learners' need to use social network software such as YouTube, Wikipedia, Facebook, blogs and Google online applications to enhance their learning experience. Tutors are also permitted to use social network (web 2.0) technologies for teaching and learning.

9.2 It is important that learners learn how to be safe when they are using technologies, particularly Web 2.0 collaborative technologies such as social networking sites, which are becoming an essential aspect of productive and creative social learning. The risks are often characterised by the four 'Cs':

- Content - may be unsuitable or potentially illegal.
- Contact - this may be unwelcome or inappropriate contact; it could be grooming or sexual contact
- Conduct - this could be as a recipient or as an active participant - giving out too much personal information or the bullying of another person.
- Commerce - this could be phishing or other methods of identity theft.

The colleges monitoring system (Imperio) will monitor and report this type of content.

9.3 Tutors deploying social networking facilities for learners are responsible for ensuring learners are trained in e-safety and must cover the four 'Cs'. The programme will be made available to all tutors. Attendance to Safeguarding training is mandatory for all staff.

9.4 Any teaching and learning materials can be uploaded to the Colleges MOODLE and the college intranet/OneDrive.

9.5 Staff should not publish any material about any other person within the College without their prior agreement including images.

9.6 Do not assume that any information acquired from the Internet, for which you may use for teaching material, is up-to-date and/or accurate or copyright free.

9.7 New staff will receive information regarding the Service's Acceptable Use Policy as part of their induction.

9.8 All staff are encouraged to incorporate e-Safety activities and awareness within their curriculum programme. Staff will receive appropriate e-safety training.

9.8 All users should refrain from posting political or personal opinions on college systems.

Staff declaration of understanding and agreement AS AN EMPLOYEE OF Newham College I have read and understood the Acceptable Use Policy of the Service and I hereby agree to abide by this Policy.

Name:(Please print)

Signed: Date:.....

