IT Acceptable Use Policy

Purpose and Scope

Floorskills Limited recognises the importance and value of learners utilising IT facilities to achieve tasks; develop skills in IT; undertake online research and use online forums or capabilities for other communications in achievement of education projects. This policy addresses the acceptable use of Floorskills Limited IT facilities for members of the public who, through participating in our services, have access to our IT facilities in public areas.

The legislative boundaries regarding use of IT for creating, recording and sharing of documents or statements can be found in legislation such as:

- The Data Protection Act 1998; Malicious Communications Act 1988; Public Order Act 1986; Serious Crime Act 2007; Counterterrorism and Security Act 2015; Criminal Justice and Police Act 2001; Communications Act 2003.

However, it is recognised that IT, through its many applications, while is generally used positively, can also be used as a form of abuse (including grooming, radicalisation and to express extremist views). As such, this policy is linked with the Floorskills Limited Safeguarding Policy and Prevent Procedure.

Roles and Responsibilities

The responsibility of promoting this policy lies with employees who have contact with users who may utilise our IT facilities. This includes possible actions that may be taken if the policy is breached.

Content

1.0 The use of Floorskills Limited computer resources is subject to all laws that pertain in the relevant location, and any abuse will be dealt with according to those laws.

1.1 Users may not visit internet sites that contact obscene, hateful or other objectionable material, shall not attempt to bypass Floorskills Limited control technology and shall not make or post indecent remarks, proposals or materials on the Internet.

1.2 Users shall not use emails to send or receive any material which is obscene or defamatory or which is intended to annoy, harass, or intimidate another person.

1.3 Users will not seek to avoid, or bypass Floorskills Limited anti-malware Policy and Procedure.

1.4 In addition, users will not use Floorskills Limited resources for the following actions:

- Create websites promoting illegal activity
- Participate in social media
- Participate in illegal activity, which includes the making and / sharing of indecent images; grooming someone online; expressing extremist views that go against British Values and fall under the Prevent Duty

2.0 Under no circumstances will the use of Floorskills Limited IT resources to intimidate, harass, annoy or abuse another person be tolerated.

Actions

All concerns relating to the inappropriate use of IT facilities must be recorded and appropriate actions taken. In the first instance, this will require of the sharing of information with the relevant person present (i.e. immediate line manager). If a learner uses Floorskills Limited IT facilities for any of the above unacceptable uses, possible actions could include a ban from using IT facilities again, an expulsion from the course or notification to the police if suspected illegal behaviours or actions have been identified. The *Communications Act 2003* states an 'improper use of public electronic communications network' includes sending "a message or other matter that is grossly offensive or of an indecent, obscene or menacing character" (s. 127). This can also be via any form of social media. Acts of this kind would warrant the involvement of the police. If IT facilities are used to groom another person, for abuse or radicalisation purposes, this will also be referred to the police and, if appropriate, the local Channel panel.

Data Protection

All information relating to concerns will be stored and monitored in line with Floorskills Limited Data Protection and Document Retention policies. Any information that may need to be shared with external agencies, such as the police, will be shared in line with Information Sharing guidelines.

Information Technology (IT) Acceptable Use Policy

This policy recognises the current legislative process of the new *Online Safety Bill* and will be amended, as required once the Bill has been passed.