



## IT Acceptable Use Policy

### **Introduction**

It is the responsibility of all users of MBKB's IT equipment and any learners accessing their employer's IT equipment to read and understand this policy.

This policy applies to all MBKB learners undertaking training.

MBKB retain the right to deny access to their IT equipment if this policy is not adhered to.

For clarification, IT equipment refers to all and any electronic device, equipment, facility, programme, resource or system provided by MBKB for learners and/or staff to use.

### **Purpose**

Digital technologies have become fundamental to the lives of all people, both within and outside of training. These technologies are useful tools, which open up new opportunities. These technologies can fuel discussions, encourage creativity and enable effective learning. Learners are entitled to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

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

MBKB will ensure that students have good access to digital technologies to enhance their learning and will, in return, expect our learners to agree to be responsible users.

This policy has been written in line with our duty to safeguard our learners and to aid the process of preventing people being drawn into terrorism, as outlined in 'The counter terrorism and security act 2015'.

It also links to legislation such as 'malicious communications act 1988' and the 'computer misuse act 1990'.

## **Acceptable use**

When learners are using devices (whether within a training session, at their place of work or elsewhere) that have been provided or made available to them by MBKB and when learners are using their own devices within training and their workplace they should:

- 1) Not log on to another user's account
- 2) Not send or post electronic communications (including on social networking sites, blogs, Twitter, Facebook etc.) which are offensive, involve bullying, defamatory or bring MBKB or their employer into disrepute;
- 3) Only store and access appropriate and legal material
- 4) Not attempt to spread viruses
- 5) Not run any hacking, encryption or other system tools
- 6) Upload or download pirated music, videos or software
- 7) Breach another person's copyright or other intellectual property rights
- 8) Disclose to a third party the personal details of any other person without their consent
- 9) Upload, download, install or attempt to run any software that has not been approved by MBKB
- 10) Alter the settings of MBKB IT equipment or make other changes which render the equipment unusable by others
- 11) Purchase goods or services over the internet using MBKB IT equipment or facilities.

We remind all learners that they are responsible for all data that exists in their file storage areas (including cloud storage), emails and on personal devices. We also remind learners to ensure they are in full compliance with all our policies, but specifically the related ones listed here.

- P005 Safeguarding
- P006 Prevent
- P007 Social Media
- P009 Data Protection
- P010 Data Retention
- P011 Privacy Notice

## **Internet safety**

When using the internet learners should:

- 1) Only access appropriate sites
- 2) Immediately report to their tutor or employer if they see or read anything they are uncomfortable with
- 3) Never give out personal information about themselves or others (including passwords)
- 4) Never arrange to meet anyone they don't know
- 5) Never open e-mails sent by someone they don't know
- 6) Only access or share other people's files or pictures with their permission; and
- 7) Not download copyrighted materials which have not been paid for (including music and videos).

## **MBKB commitment**

As part of all training that MBKB offer, learners are asked to undertake four education and training foundation modules which cover the topics of radicalisation and extremism, staying safe online, what to trust and fundamental British Values. We carry out regular teaching and learning relating to online safety and have a dedicated safeguarding and welfare team to support learners with any issues relating to E-safety or other safeguarding matters.

All learners are able to access this policy and we ask for parental consent for any learners aged 16 or 17 in order for them to be able to access MBKB IT equipment.

Policy Authorised by

Mark Bremner - CEO MBKB Ltd

Date...23<sup>rd</sup> March 2019 ...