P030 IT Acceptable Use Policy

Introduction

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

This policy applies to all MBKB apprentices 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 apprentices 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. Apprentices are entitled to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• that apprentices 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 apprentices to agree to be responsible users.

This policy has been written in line with our duty to safeguard our apprentices 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 apprentices 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 apprentices 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 apprentices 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 apprentices to ensure they are in full compliance with all our policies, but specifically the related ones listed here.

- Safeguarding
- Prevent
- Social Media and E-safety
- Data Protection
- Data Retention
- Privacy Notice

Internet safety

When using the internet apprentices 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 offers, apprentices 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 apprentices with any issues relating to E-safety or other safeguarding matters.

MBKB online material, including teaching resources, is reviewed and monitored by the CEO and DSL, and E-Safety is embedded through safeguarding discussions in sessions and reviews.

Laptops on loan

If you loan a laptop during your training with MBKB, the laptop must only be used for accessing tests/ exams and websites that are required and relevant to the exam being taken. All laptops are set up with security settings to keep apprentices safe with restricted access as required.

This is to ensure our data security and continued compliance with Cyber security certificates, a breach of our terms may result in reset/rebuild fees, or even potential fines for GDPR/ security breach.

Anyone found guilty of inappropriate use or breach of these terms will be liable for all costs incurred.

By signing this agreement below, you are agreeing to this.

If you are loaning a laptop from MBKB, you are required to download a copy of this policy, sign and date it and return it to your tutor for us to keep on file.

Loan agreement (only to be signed and dated by apprentices who are loaning a laptop from MBKB)

Name of laptop (to be completed by tutor) –

Date laptop loaned – Apprentice

- Print Name-

Apprentice Signature –

Date-