

Acceptable Use (IT) Policy

This policy is applicable to all of Emil Dale Academy's staff and students on the vocational training courses including the Sixth Form and Higher Education Courses.



"Purpose for permitted use" - You may use the network and email systems to:

1. Conduct solely Emil Dale Academy work
2. Communicate with students and staff
3. Access material solely for the purpose of conducting Emil Dale Academy work
4. Download material solely for the purpose of conducting Emil Dale Academy work

The use of the Emil Dale Academy IT network (including hardware, email, database, computer and software systems - for the purposes of this document, called "the network") must only be used in accordance with the purpose for the permitted use.

1. You may not use the network for any of the following purposes:

- a. creation, transmission or deliberate receipt (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images (including pseudo images), data or other material, or any data capable of being resolved into obscene, unlawful or indecent images or material;
- b. creation or transmission of material which causes, or is likely to cause annoyance, revulsion or needless anxiety to Emil Dale Academy, its staff, students, visitors or any third party;
- c. creation or transmission of defamatory abusive or other unlawful material in respect of Emil Dale Academy, its staff, students, visitors or any third party;
- d. transmission of material in such manner that it infringes the copyright of Emil Dale Academy, another person or organisation or which discloses confidential or sensitive information or data relating to Emil Dale Academy, its staff, students, visitors or any third party;
- e. transmission of unsolicited commercial or advertising material;
- f. any other act which is considered unlawful in any country where the network is being accessed;
- g. deliberate activities with any of the following characteristics:
 - i. wasting staff effort or networked resources, including the effort of staff involved in the support of these services;

- ii. corrupting or destroying Emil Dale Academy's or other users' data;
- iii. manipulating and altering assessments, grades or transcripts;
- iv. accessing and copying files of other users in order to obtain an improper advantage;
- v. violating the privacy of Emil Dale Academy or other users;
- vi. disrupting the work of other users; using the network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment);
- vii. continuing to use an item of networking software or hardware after a request that use cease because it is causing disruption to the correct functioning of the network;
- viii. other misuse of networked resources, such as the introduction of viruses, extracting material of others and passing it off as one's own, manipulating material of Emil Dale Academy or others to one's own advantage, whether pecuniary or otherwise

2. It is beyond the resources and ability of Emil Dale Academy to monitor all activities on the network. However, where there is sound reason to suspect unacceptable use as defined above, Emil Dale Academy reserves the right to inspect a user's material and use history, including email messages, and at its sole discretion block or edit such material as it sees fit. Furthermore, from time to time, **Emil Dale Academy** may implement technical measures to monitor activity on the network to ensure compliance with the requirements of this Policy and to carry out tests for research purposes.

3. Acceptance of the right of Emil Dale Academy to take steps to prevent suspected misuse is a condition of access to the network.

4. Where necessary, and at the sole discretion of Emil Dale Academy, access by an individual or organisation may be withdrawn, either temporarily or indefinitely.

5. In the event of misuse of the network Emil Dale Academy reserves the right to exclude access to any external organisation, or employee, or student and in the case of:

a. misuse by an employee of the Emil Dale Academy, to proceed against that employee under Emil Dale Academy's disciplinary procedures for employees and

b. misuse by a student, to proceed against that student in accordance with Emil Dale Academy's Student Disciplinary Procedures.

6. Individuals must not share the passwords for any of their Emil Dale Academy accounts. Account owners are held responsible for all activities and content associated with their accounts. Failure to conform to these requirements may lead to the suspension of account privileges or other actions as provided by the appropriate Emil Dale Academy policy. If an individual believes that someone else is accessing their account, they must report this immediately to either Sarah Moore or Victoria Hammond.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	12.08.2020	08.06.2021	Sarah Moore	First draft