



INFORMING - ADVISING - SUPPORTING - EMPOWERING
Parents & Carers of Children & Young People with Additional Needs & Disabilities

Acceptable Use of ICT Policy

VERSION CONTROL

Version No	3
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Next Scheduled Review	April 2019

PURPOSE

Our Acceptable Use of ICT Policy informs POINT's team members and other individuals entitled to use POINT ICT facilities, of the regulations relating to the use of Information Communications Technology systems.

The term "User" refers to any person authorised to use POINT's ICT facilities.

Our ICT facilities are defined to be computing equipment, communications equipment and software applications provided to support the activities of the POINT.

It is important that all users exercise a duty of care over their use of our ICT facilities; ensuring they are used in a manner that is appropriate; and in ways that will not jeopardise the ability of themselves or others to use the facilities.

THE POLICY

POINT requires that all people exercise due care and attention over their use of ICT facilities. This applies to both POINT facilities and indirect third party equipment connected to POINT facilities.

- i. All software on any equipment connected to POINT ICT facilities shall be properly licensed and the terms of the licence be strictly observed.
- ii. Users will not access, interfere or remove any ICT facility or data or information unless they have been authorised to so do.
- iii. Users shall use ICT facilities in a manner that is consistent with their role.
- iv. Users will not use ICT facilities in such a way as to deliberately disrupt or interfere with the use of those facilities by others.
- v. All use of ICT facilities shall be lawful, honest and decent and shall have regard to the rights and sensitivities of other people.
- vi. Users shall not deliberately create, use or distribute materials that could bring the POINT into disrepute.
- vii. Duly authorised officers of the POINT may access or monitor electronic data held on or transiting POINT ICT facilities where there is a belief that the individual may be in breach of POINT regulations or the law, or where required to do so by an external agency, e.g. the Police, or where individuals are absent and no arrangements have been made to allow access to information crucial to the working of the POINT.
- viii. Individuals in breach of this policy are subject to disciplinary procedures.

OWNERSHIP

POINT's Board of Trustees have direct responsibility for maintaining this policy and providing guidance and advice on its implementation.

GENERAL OPEARATING STANDARDS

The following is designed to give specific examples of the applicability of the policy and provide additional guidance and good practice. This is in no way exhaustive and you should always seek permission or guidance from the Trustees in the event of uncertainty.

- i. Users who connect personal equipment to POINT ICT facilities do so at their own risk. POINT accepts no responsibility for consequential damage, virus infection, corruption or loss.
- ii. Team members or other authorised users who have legitimate access to the personal data of others, may only access that data to the extent to which they have been specifically authorised by POINT.

DO

- ✓ Do report any security breaches of POINT ICT facilities to IT support personnel.
- ✓ Do ensure that personal ICT equipment has adequate virus and firewall protection. POINT may refuse connection to devices that are not deemed to be adequately protected.
- ✓ Do protect POINT ICT equipment that is on loan or otherwise being used outside of POINT from improper use (i.e. Friends, relatives etc. must not be given the use of POINT's equipment).
- ✓ Do manage your file store and mailbox to stay within resource allocations. A full mailbox will not only prevent people communicating with you, but may also prevent you from e-mailing others. Similarly using up all your file storage may mean you are unable to save work in progress.
- ✓ Do think about the content of e-mails. If you send or forward e-mails which may be considered directly or indirectly racist, sexist, ageist, homophobic or which may be discriminatory or offensive to the same or disabled, you and POINT could be held liable.
- ✓ Try to send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email.
- ✓ Do exercise caution when using your POINT e-mail address to ensure personal opinions are not misconstrued as POINT's opinion.

DON'T

- X Do not attempt to impersonate the identity of others or by any means send or receive e-mails misrepresenting the originator or recipient addresses.
- X Do not tell anyone else your password and do not use anyone else's user-id and password.
- X Do not leave a logged-in computer unattended.
- X Do not connect personal ICT equipment to POINT facilities unless it complies with the network connection policy and you have permission to do so.
- X Do not make, transmit or store an electronic copy of copyright material without the permission of the owner.
- X Do not access material of an offensive nature without specific permission.
- X Do not send unsolicited bulk emails either within or without of POINT that would be characterized by the recipients as SPAM

GENERAL INFORMATION

A computer used to receive live television broadcasts over a network is deemed by the TV licensing authority to be a television receiver and thus requires a TV licence. POINT holds a TV licence permitting live TV reception with **POINT owned equipment only**. Use of personal equipment to receive live TV broadcasts may require a separate TV licence. Further information may be obtained from: www.tvlicensing.co.uk

LEGAL FRAMEWORKS

The following legal frameworks are applicable to this policy

- Computer Misuse Act 1990
- Data Protection Act 1998
- Defamation Act 1996
- Copyright, Designs and Patents Act 1988
- Freedom of Information Act 2000
- The Communications Act 2003
- The Human Rights Act 1998