



# IT Acceptable Use Policy - Learners



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# Introduction

As a learner Ensis provides you with access to a range of ICT equipment/software to support your learning, to help you develop your skills for the future, and become confident in the use of ICT.

## Terms of Use

These guidelines apply to all computers, mobile devices, software and data within Ensis; or belonging to Ensis but located elsewhere. It includes the use of any learning platforms such as BKS/One File etc.. It covers remote access from outside of Ensis, regardless of which device is used to make the connection e.g. personal computer at home, mobile phone. These resources are provided on the understanding that they are not misused in a way that will interfere with, disrupt or prevent anyone from legitimately using Ensis resources.

You may use your personal laptop or other mobile device to connect to the Ensis online sites but you must ensure that the appropriate anti-virus / anti-malware protection is installed.

Use of ICT facilities is subject to the provisions of:

- The Data Protection Act 1998,
- Copyright, Designs and Patents Act 1988
- Protection from Harassment Act 1997
- Communications Act 2003, Malicious Communications Act 1988
- Public Order Act 1986
- Obscene Publications Act 1959 and 1964
- Protection of Children Act 1978
- Sexual Offences Act 2003
- Sex Offences Act 2003 Memorandum of Understanding and the Computer Misuse Act 1990

## What you may use Ensis systems for

Ensis systems are provided for purposes related to your Ensis course only. For any other use you will need to ask permission from your tutor or supervisor. You will be allocated a personal login only after completion of all enrolment procedures.

- Use of the Internet - Use of the Internet should be for research and finding sites that help in the completion of Ensis work. Any sites that require payment for services should not be accessed. Should unsuitable sites be accessed inadvertently, please inform the appropriate member of staff.
- Social Networking sites - Social networking sites e.g. Facebook are blocked on the majority of PCs in Ensis unless a tutor has specifically asked for them to be used as an integral part of your course.

Please Note: when using such sites do not share your details with anyone you do not know.

### What you may NOT use Ensis systems for

Creating, copying, sending, storing, displaying or receiving of:

- Any offensive, obscene or indecent images, data or other material
- Material which is designed or likely to cause upset, annoyance, inconvenience or needless anxiety.
- Material which could be considered menacing, discriminatory, harassing, bullying, fraudulent or confidential/private
- Material that is for 'leisure activity' (e.g. playing games) unless this is an integral part of the course
- Material that infringes the copyright of another person, including unlicensed or illegal software

### You must not create, run, send, store or transmit

- Defamatory or libellous material
- Unsolicited commercial or advertising material
- Inappropriate material to any other network users or distribution lists that wastes network resources
- Personal resources e.g. photographs, music

### You must not:

- Use other people's passwords or log in identities
- Change, copy, corrupt or destroy any other users' data
- Deliberately introduce 'viruses', 'worms', 'Trojans' or other harmful or nuisance programs or files on to Ensis systems
- Enable access to any non Ensis members without permission
- Install, remove or copy software
- Change screen savers, workstation configurations
- Disconnect cables on equipment or connect other devices to any PC
- Record images without the explicit consent of the individual(s) captured in the photograph or video.
- These images must not be used in an inappropriate context.

Ensis reserves the right to define all terms (e.g. 'offensive', 'menacing', 'indecent', 'defamatory' and 'libellous') in light of current legal and best industry practice standards.

Please Note: it is ILLEGAL to view indecent images of children – therefore, do not open any file that you suspect may contain such images. If you do receive suspicious files report it to your tutor.

## Monitoring and Restrictions

Ensis has systems in place that monitor all Internet activity for breaches in the areas outlined above. If there is any reasonable belief that any of the regulations in this document are being broken (or criminal activities being undertaken), then these will be brought to the attention of Ensis staff. Ensis will then order the examination of Internet activity, email messages or network account data, in line with legal guidelines and in certain circumstances the police could be contacted.

For security and legal purposes Ensis can access all data generated when users access/use Ensis systems, and any attempt to engage in activities with the aim of bypassing security or monitoring procedures (e.g. proxies) will be considered in breach of this agreement.

## Disciplinary Action

If you contravene this or any policy related to the use of Ensis ICT systems, disciplinary action may be taken.

I have read and understood these guidelines and will abide by them:

Signed.....

Name (please print).....Date.....

Course.....

Name        Stuart Crosby

Signature    S Crosby (signed electronically)

Position     Director