



Acceptable Use of ICT and e-safety Policy

INTRODUCTION

As well as opportunities, new technologies have brought new challenges and risks. The internet can be used to spread terrorist material; it can be a tool for abuse and bullying; and it can be used to undermine civil discourse, objective news and intellectual property. Increasingly sophisticated use of data can create powerful insights from our behaviour online, which can be deployed in ways that influence the decisions we make or target the services and resources we receive.

Government are leading the way to tackling these challenges. The starting point is that we will have the same rights and expect the same behaviour online as we do offline. We will take action to ensure that the internet and new technologies are not only safe and secure, but also that they are developed and used responsibly and ethically, with users' interests at their heart.

<https://www.gov.uk/government/publications/digital-charter/digital-charter>

<https://www.gov.uk/government/consultations/online-harms-white-paper/public-feedback/online-harms-white-paper-initial-consultation-response>

This policy is provided to each employee and learner on joining and when significant updates occur. Accepting employment at Absolute Works or registering on one of Absolute Works Apprenticeship Programmes indicates acceptance of the terms of this policy the detail of which will be covered during the induction process.

This policy applies to the use of all fixed/mobile electronic technologies and associated software, including personal equipment used on Absolute Works premises or venues, that employees or learners have access to for personal and programme use that might pose e-safety risks during a time spent on Absolute Works premises or venues, affecting the welfare of other employees or learners or where the culture or reputation of Absolute Works are put at risk.

All employees and learners are responsible for their own good behaviour on Absolute Works premises or venues. Employees are also subject to a separate additional policy which forms part of their contract of employment.

This policy is linked to the Absolute Works Safeguarding Policy which is available to all employees, learners and employers.

The internet is used in Absolute Works to raise educational standards, to promote learner achievement, to support the professional work of staff and to enhance the school's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our learners with all the necessary ICT skills that they will need in order to enable them to progress confidently in their educational careers and onward towards their working environments when they leave education.

Some of the benefits of using ICT and the internet in education are:

For learners:

- unlimited access to worldwide educational resources and institutions such as art galleries, museums and libraries.
- contact with education in other countries resulting in cultural exchanges between learners all over the world.
- access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for learners to interact with people that they otherwise would never be able to meet.
- an enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally.
- self-evaluation; feedback and assessment; updates on current affairs as they happen.
- access to learning whenever and wherever convenient.
- freedom to be creative.
- freedom to explore the world and its cultures from within a classroom.
- social inclusion, in class and online.
- access to case studies, videos and interactive media to enhance understanding.
- individualised access to learning.

For staff:

- Support and develop online learning.
- professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- immediate professional and personal support through networks and associations.
- improved access to technical support.
- ability to provide immediate feedback to learners and parents.
- class management, attendance records, assessment and assignment tracking.

Absolute Works Online-Safety Coordinator is the Safeguarding Lead and has day-to-day responsibility for E-Safety issues and has a leading role in establishing and reviewing Absolute Works E-Safety policies and documents.

- ensures that all staff are aware of the procedures that need to be followed in the event of an E-Safety incident taking place

- provides advice for staff, as required and advises young people on E-safety and how to stay safe.
- liaises with the Local Authority where applicable for incidents that are defined as Safeguarding concerns and appropriate referrals made
- receives reports of E-Safety incidents and creates a log of incidents to inform future developments (following Absolute Works Safeguarding reporting procedures and Complaints/ Disciplinary Policies)
- reports regularly to the Senior Leadership Team comprising of CEO and Directors

It is the responsibility of the CEO to ensure the DSL receives appropriate training on Safety issues and be aware of the potential serious safeguarding/ child protection issues to arise from:

- The sharing of personal data
- Access to illegal/ inappropriate materials
- Inappropriate online contact with adults/ strangers
- Potential or actual incidents of grooming
- Cyber-bullying
- Sexting and the sending of inappropriate images including self-images

Absolute Works is committed to safeguarding the welfare of all and recognises that an effective e-safety strategy is paramount to this. Our responsibilities include:

- Focusing on e-safety in all areas of work and the curriculum and reinforcing key e-safety messages as part of training, assessment and support activities
- Minimising the risks associated with using the internet and how to protect all from potential risks
- Being critically aware of content accessible online and guided to how to validate accuracy of information
- Recognising suspicious, extremist or bullying behaviour
- Understanding the definition of cyberbullying, its effects on the victim and how to treat each other's online identities with respect
- Having an awareness of the consequences of negative online behaviour
- How to report cyberbullying and / or incidents that make anyone feel uncomfortable or under threat and how Absolute Works will deal with those who behave badly
- Ensuring that employees act as good role models in their use of technologies, the internet and mobile electronic devices
- Providing sufficient e-safety training to employees and learners to protect employees, learners and themselves from online risks and to deal appropriately with e-safety incidents when they occur

For parents (learners under 18 and those identified as vulnerable):

Communication between Absolute Works and parents/carers may be through e-mail and telephone messages. This form of contact can often be considered to be more effective, reliable and economic. Text messages and letters will also inform parent/carers of details relating to attendance, behaviour and other appropriate matters. It is paramount that parents (or carer) understand the safeguarding responsibilities of Absolute Works and the permissions they require to ensure safety and compliance.

USE OF THE ABSOLUTE WORKS NETWORK AND INTERNET

As normal practice employees and learners will be allowed to use Absolute Works equipment, network or internet for testing, examination and assessment purposes under close supervision. In instances where use is authorised employees may review files and communications to ensure that users are using the system responsibly. For good practice the following are not permitted for employees or learners:

- Damaging, degrading or disrupting computers, computer systems or computer networks or performance
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting resources
- Any act which could result complaints to, or legal action against, Absolute Works
- Using the Absolute Works network for illegal activity
- Viewing, retrieving, downloading or sharing any material which in the reasonable opinion of the Chief Executive Officer (CEO) is unsuitable.

The following are also not permitted on the Absolute Works computers:

- Plagiarism - presenting documents compiled from Internet as own work
- Changing any of the computers' default settings, such as screensavers, backgrounds, folders, icons
- Installing any software without authorisation
- Circumvention of security or other provisions
- Malicious damage to or tampering with any system, network or changing of data
- Transmission, creation or possession of threatening, extremist, defamatory or obscene material
- Gaining unauthorised access to resources or websites using internal/external wireless modems.

EMPLOYEE AND LEARNER MOBILE ELECTRONIC DEVICE USE

"Mobile electronic device" includes but not limited to, laptops, tablet computers, iPods, iPads, watches and mobile phones.

The use of mobile devices by employees is covered in the employee handbook and states "Please do not use your personal mobile phone while you are working other than if required by the Company as part of your job role."

Absolute Works permits limited access to the wireless network by such devices, as set out in this

section of the policy. This connection provides filtered access to the Internet using filtering and security software. The downloading of programs to these devices is the responsibility of the user and Absolute Works cannot monitor or accept any responsibility for any programs that are installed or problems that an installation might cause. The downloading of programs to a personal laptop is also the responsibility of the user and Absolute Works cannot monitor or accept any responsibility for any programs that are installed.

The following rules apply to all mobile electronic devices:

- Employees and learners may only connect their own devices to the internet via a mobile service while on Absolute Works premises. In public venues they may be able to use the local access
- Under no circumstances should Absolute Works computers, printers or other devices be detached from the network to make way for an employees or learner's own device.
- Employees and learners should ensure that their own devices are properly protected from viruses before communicating with Absolute Works employee or other learners
- Absolute Works does not accept any responsibility for the theft, loss of, or damage to, mobile electronic devices brought onto its premises or venues
- Employees and learners must not use mobile electronic devices in any manner which is inappropriate.

Mobile phone protocol

- Mobile phones will be switched off or on silent during all workshops or assessment sessions except with the permission of the tutor/assessor.
- Employees and learners may keep their mobile device about their person but should only use them outside workshop or assessment time unless with the permission of the tutor or trainer for that session.
- Learners may not bring mobile phones, Smart Watches or other wearables into examination rooms under any circumstances. If brought to the exam room, they must be handed in before and then collected after the examination.
- Employees and learners must not use mobile phones in any manner which is inappropriate. The taking and storing of indecent images and sexting are serious breaches of discipline and safeguarding
- Absolute Works reserves the right to confiscate a mobile phone for a specified period if this policy is breached.
- Employees should only use mobile phones and other mobile electronic devices as a method of communication with learners with their permission. If there are reasonable grounds to believe that inappropriate communications have taken place, the CEO will require the relevant devices to be produced for examination and the usual disciplinary procedures will apply.

Camera, photograph and video protocol

- Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.
- Employees and learners must allow the CEO to access images stored on mobile phones and/or cameras and must delete images if requested to do so. This would only be done if Absolute Works had reason to believe that the image constitutes a breach of discipline.

- Posting of inappropriate photographic material which in the reasonable opinion of the CEO is offensive on websites such as YouTube, Facebook, Snapchat, Twitter, WhatsApp etc. is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material
- Cameras and mobile electronic devices with a camera facility may be confiscated and searched in appropriate circumstances, if the CEO has reasonable grounds to believe that a learner's camera or mobile electronic device contains images, text messages or other material that may constitute evidence of criminal activity, she may hand the device to the Police for examination.
- On the instruction of the CEO employees and learners may be permanently banned from bringing a camera, mobile electronic device or laptop onto premises in future.

EMAIL

- On recruitment, all employees are provided with an @absoluteworks.co.uk email account for business use only. Learners will provide their own email address. This should be a work address whenever possible.
- Employees should strive to not communicate with learners using private email accounts unless an alternative is not available.
- Learners must not use any personal web-based e-mail accounts such as Yahoo or Hotmail through the Absolute Works network.

PERSONAL SAFETY

Learners are advised:

- Not to reveal their home address, image, or phone numbers, or those of other learners or of employees when on-line
- Not to arrange to meet someone that they have only met on the Internet or by email or in a chat room, unless they are certain of their own safety. Learners under 18 must have the permission of a parent, guardian or teacher and be accompanied by a responsible adult
- To avoid sharing their account and password and keep their password private
- To report any unsolicited email, security problems, any unpleasant or inappropriate material, messages, or anything that makes them feel uncomfortable when on-line
- Take care in using social and blogging websites with great care being aware of the dangers that can be associated with posting pictures, text, opinions, videos and communications on-line
- To make themselves aware of the security settings available when using social and blogging websites to protect personal information that is published on-line.

USE OF SOCIAL NETWORKS

- The use of social networking sites such as Facebook, WhatsApp, Twitter, qq.com or similar previously listed sites is prohibited during the learning or working day
- Learners must not place photos taken during Absolute Works activities on any social network space without explicit agreement from tutor or Apprenticeship Manager
- Learners are advised not to make contact or chat to anyone who is not known to them and only invite known friends to chat rooms or similar
- Only to accept friendship requests from people they know in real life
- 'Friend' requests must not be made to or by employees
- Learners must consider carefully how the images they share or comments they make may be used or viewed by others. Abusive or bullying language must never be used, nor should any other inappropriate language or comments be made
- Learners and employees must not make comments about Absolute Works, employee members, other learners or any other person that could be considered as defamatory or which could bring the Absolute Works or their organisation into disrepute. Behaviour of this kind will result in disciplinary action being taken in accordance with existing policies
- Inappropriate use of social networking sites may be reported to the site hosting it and inappropriate posts removed.

CYBER-BULLYING

Cyberbullying is the use of ICT, particularly mobile electronic devices and the Internet, deliberately to upset someone else. Any behaviour which seeks to intimidate or humiliate, and which is repeated, intentional, malicious, such as to cause distress, unhappiness or insecurity, is strictly forbidden. Use of electronic devices of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.

Learners and employees should remember the following:

- Always respect others - be careful what you say online and what images you send
- Think before you send - whatever you send can be made public very quickly and could stay online forever
- Don't retaliate or reply online
- Save the evidence - learn how to keep records of offending messages, pictures or online conversations. Ask someone if you are unsure how to do this. This will help to show what is happening and can be used by Absolute Works to investigate the matter
- Block the bully. Most social media websites and online or mobile services allow you block someone who is behaving badly
- Don't do nothing - if you see cyberbullying going on, support the victim and report the bullying
- If you think you, or another person, is being bullied, they should talk to a manager or employee or any trusted adult about it as soon as possible.

The website <http://www.digizen.org/> also provides useful support and resources to individuals who

may feel uncomfortable with their use of the Internet. Other useful resources include <http://www.saferinternet.org.uk> and <http://www.thinkuknow.co.uk>

SAFEGUARDING AND PREVENT

Absolute Works recognises that it has a duty under Section 26 of the Counter-Terrorism and Security Act (2015) to have due regard to the need to prevent people from being drawn into terrorism and to promote and safeguard the welfare of children and vulnerable adults (Education Act 2002, Working Together to Safeguard Children 2015 and KCSIE 2020).

Managers are responsible for the well-being of the employees and learners and must ensure appropriate material only is accessible through its resources and networks. Any employees who feels someone is showing an interest in extremist, abusive or inappropriate material should report this to the CEO or Safeguarding Lead in the first instance. Any employees who believes learners have access to inappropriate material should report this to the CEO or Designated Safeguarding Lead.

PROCEDURES

Employees and learners are responsible for their actions, conduct and behaviour on the internet in the same way that they are responsible during workshops and breaks. Use of technology should be safe, responsible and legal. Violations of the rules in this policy will be dealt with in accordance with Absolute Works' procedures.

Bullying incidents involving the use of technology will be dealt with under Absolute Works' Bullying and Harassment Policy and Disciplinary Procedures.

If there is a suggestion that a learner is at risk of abuse or significant harm, the matter will be dealt with under the Safeguarding Policy and Procedures.

SANCTIONS

Violations of the rules in this policy will result in a temporary or permanent ban from Absolute Works activities and termination of employment. Any action taken will depend on the seriousness of the offence. When applicable, the Police or local authorities may be involved including those identified as Safeguarding Incidents which will be reported using our Safeguarding Policy and Incident Report form to the Designated Safeguarding Lead.

MONITORING AND REVIEW

All serious e-safety incidents will be logged. The CEO has responsibility for the implementation and annual review of this policy and will consider the record of e-safety incidents and new technologies with the Safeguarding Lead, where appropriate, to consider whether existing security and e-safety practices and procedures are adequate.

Appendix 1:

I.T. Acceptable Use Agreement Version 1

For over 18s only

I understand that I must use Absolute Works systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

I understand that Absolute Works will monitor my use of the systems, devices and digital communications.

I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

I understand that the systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not use the systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube) unless I have the permission of a member of staff to do so.

I will act as I expect others to act toward me:

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not take or distribute images of anyone without their permission.

I recognise that Absolute Works has a responsibility to maintain the security and integrity of the technology it offers me

I will only use my own personal devices (mobile phones / USB devices etc) if I have permission and I understand that, if I do use my own devices I will follow the rules set out in this agreement, in the same way as if I was using Absolute Works equipment.

I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

I will immediately report any damage or faults involving equipment or software; however, this may have happened.

I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

I will not install or attempt to install or store programmes of any type on any Absolute Works device, nor will I try to alter computer settings.

I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

I should ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not download copies (including music and videos)

I understand that Absolute Works also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of education and where they involve my membership of the education community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Please complete the section to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to systems and devices.

I have read and understood the above and agree to follow the policy.

Name of learner:

Course:

Signed:

Date:

Appendix 2:

Parent / Carer I.T Acceptable Use Policy and Agreement version 1

For Under 18's only

Digital technologies have become integral to the lives of children and young people, both within schools and work-based learning and outside. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This acceptable use policy and agreement is intended to ensure:

that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

that school, work-based learning and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

that parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

Absolute Works will ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the Learner Acceptable Use Policy is attached to this permission form so that parents/ carers will be aware of Absolute Works expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of Absolute Works in this important aspect of learner safety.

Parent / Carers Name: _____ Learner Name: _____ As the parent/carer of the above learner, I give permission for my son/daughter to have access to the internet and to ICT systems with Absolute Works.

I know that my son/daughter will sign the Acceptable Use Agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of education

I understand that Absolute Works will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that Absolute Works cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that Absolute Works will contact me if they have concerns about any possible breaches of the Acceptable Use Policy. I will ensure my child adopts the safe use of the internet and digital technologies at home and will inform Absolute Works if I have concerns over my child's online safety.

Signed:

Date:

Appendix 3

I.T. Acceptable Use Agreement

For learners under 18

I understand that I must use Absolute Works systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

I understand that Absolute Works will monitor my use of the systems, devices and digital communications and have a responsibility to keep me safe under legislation including Keeping Children Safe in Education 2020.

I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)

If I arrange to meet people off-line that I have communicated with online, I will do so in a public place.

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

I understand that the systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.

I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

I will not use the systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube) unless I have the permission of a member of staff to do so.

I will act as I expect others to act toward me:

I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

I will not take or distribute images of anyone without their permission.

I recognise that Absolute Works has a responsibility to maintain the security and integrity of the technology it offers me

I will only use my own personal devices (mobile phones / USB devices etc) if I have permission, I understand that, if I do use my own devices, I will follow the rules set out in this agreement, in the same way as if I was using Absolute Works equipment.

I understand the risks and will not upload, download or access any materials which are illegal or

inappropriate or may cause harm or distress to others, nor will I use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

I will immediately report any damage or faults involving equipment or software, however, this may have happened.

I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

I will not install or attempt to install or store programmes of any type on any Absolute Works device, nor will I try to alter computer settings.

I will only use social media sites with permission and at the times that are allowed

When using the internet for research or recreation, I recognise that:

I should ensure that I have permission to use the original work of others in my own work

Where work is protected by copyright, I will not download copies (including music and videos)

When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of JB Training:

I understand that Absolute Works also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the education community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action which may result in termination of my apprenticeship.

Please complete the section to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to systems and devices.

I have read and understood the above and agree to follow the Policy and Agreement

Name of learner:

Course:

Signed:

Date: