



Acceptable Use of Technology Policy



For more information or a question about this policy
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DCFL is a trading name of Hertfordshire Community Learning
Charity Registration: 1164867

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Introduction

DCFL provides ICT equipment, and in some cases, access to email and the Internet, to learners during the course of their learning experience with us. Office employees use ICT in their day-to-day jobs, and tutors and trustees use DCFL equipment. Email is regularly used for communication purposes between paid and voluntary staff, and in some of our classes. The Internet is also used by paid and voluntary staff, and in some of our classes.

All those who have been granted the right to use the company's equipment to use the Internet and email services are required to abide by this policy.

Acceptable Use

Use of email and the Internet by employees, trustees, volunteers, and learners (whilst in the classroom) of DCFL is permitted and encouraged where such use supports the goals and objectives of DCFL.

However, DCFL has a policy for the use of Internet and email whereby employees, trustees, volunteers and learners must ensure that they:

Comply with current legislation

Use email and the Internet in an acceptable way

Do not create unnecessary risk to DCFL by their misuse of the Internet.

Unacceptable Use

The following behaviour is considered unacceptable:

Use of DCFL communications systems to set up personal businesses or send chain letters

Forwarding of DCFL confidential messages to external locations

Searching for, distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal

Searching for, distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment

Accessing copyrighted information in a way that violates the copyright

Breaking into DCFL's or another organisation's system or unauthorised use of a password/mailbox

Broadcasting unsolicited personal views on social, political, religious or other non-business related matters

Transmitting unsolicited commercial or advertising material

Undertaking deliberate activities that waste staff effort or networked resources

Introducing any form of computer virus or malware into the corporate network

Office staff spending an excessive amount of time on personal emails or on the Internet.

- Take pictures, videos or recordings of other people in the class, unless authorised by the tutor and learners.
- Take pictures, videos or recordings of other learners' work, unless authorised by the tutor and learners.

Monitoring

DCFL accepts that the use of email and the Internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employees, volunteers, trustees and learners, and on the reputation of DCFL.

DCFL's Internet resources and equipment are provided for business purposes. Therefore, DCFL maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, DCFL also reserves the right to use monitoring software in order to check upon the use and content of emails, or use of the Internet. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with anyone involved.

Action

Where it is believed that an employee has failed to comply with this policy, they will face the organisations disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record. Where it is believed that a trustee, volunteer, tutor or learner has failed to comply with this policy, there will be a full investigation, and appropriate action will be taken. The Manager will deal this with in the first instance.

The Law

Various Acts may be relevant to the misuse of Internet and email. Here are some of them – this is not an exhaustive list:

The Equality Act 2010 covers harassment, on the basis of age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

The Data Protection Act 1998 – the Act regulates the use of "personal data".

The Copyright, Designs and Patents Act 1988 - the current UK copyright law. It gives the creators of literary, dramatic, musical and artistic works the right to control the ways in which their material may be used.

Failure to comply with the law could lead to prosecution.