



SCLS Acceptable IT User Policy 2020/21

Date reviewed. 7th April 2020
Next review date April 2021

ICT Network/PC/Laptop/Tablet Acceptable use Policy

Sefton Community Learning Service reserves the right to examine or delete any files that may be held on the Network Computers/Laptops and monitor all Internet activity.

The rules and conditions set out below must be complied with at all times. Failure to do so will result in the facility being withdrawn.

- Activity that threatens the integrity or smooth running of the network, or any activity that corrupts or attacks the network is strictly forbidden.
- All Internet activity should be appropriate to learners' course requirements.
- Learners are responsible for all e-mails they send and for the contacts made that may result in e-mails being received.
- Connecting or disconnecting network hardware or peripheral devices is strictly forbidden.
- Copyright of all materials stored on the network must be respected. (Do not assume that all Internet material is copyright free).
- Using the Network Computers/Laptops, tablets to access inappropriate materials such as pornographic, racist, radicalisation or any form of offensive materials is strictly forbidden. Downloading of any such materials can lead to criminal investigation.

Things you must not do.

Access the following categories of websites

- Illegal
- Pornographic
- Violence
- Hate and discrimination
- Promoting extremist views
- Offensive
- Weapons
- Hacking
- Web chat
- Gambling
- Dating
- Radio Stations
- Games
- Social Media Sites - unless this is part of your course

You must **not** use your Internet account to:

- Create, download, upload, display or access knowingly, sites that contain pornography or other “unsuitable” material that might be deemed illegal, obscene or offensive.
 - *“Unsuitable” material would include data or images the transmission of which is illegal under British law, and, material that is against the rules, essence and spirit of this and other Council policies.*
- Subscribe to, enter or use peer-to-peer networks or install software that allows sharing of music, video or image files.
- Subscribe to, enter or utilise real time chat facilities such as chat rooms, text messenger or pager programs.
- Subscribe to, enter or use online gaming or betting sites.
- Subscribe to or enter “money making” sites or enter or use “money making” programs.
- Run a private business.

The above list gives examples of “*unsuitable*” usage but is neither exclusive nor exhaustive.

