Acceptable Use Policy

For ALL Staff

Ratification Date: ___20/07/21_____

Signed: ___AJHawkins_____

Review Date: ___11/09/25_____

Date of next review: Sept 2027

Version Control

Version	Date	Changes
1		Original
1.1	05/09/23	New format for policy; minor grammar changes
	03/09/24	Reviewed, no amends
1.2	12/09/25	Reviewed, updated point 4 reflecting need to follow relevant IT security processes; review statement amended
1.3	11/9/26	No changes.

Review

Approved and reviewed by The Board of Directors.

This policy will be reviewed annually, or more frequently, if necessary, to ensure that it remains up-to-date and effective. The review will take into account changes in legislation, guidance, and best practice.

Acceptable Internet Use Policy Statement (for ALL Staff)

- The computer system is owned by Liminal. This Responsible Internet Use statement helps to protect staff and Liminal by clearly stating what use of the computer resources is acceptable and what is not.
- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- Users should log off or lock the computer when leaving a computer or workstation, even for just a short period and follow all organisational online safety, cyber security and GDPR protocols at all times.
- Provision computer and Internet use must be appropriate to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of unauthorised chat rooms is not allowed.
- The provision ICT systems may not be used for private purposes unless the CEO or COO has given permission for that use.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- The provision may exercise its right to monitor the use of the provision's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials. Such action may be taken where the school believes unauthorised use of the provision's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, or sound.
- This policy is to protect the interests and safety and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements. It is linked to the following provision policy: Online Safety.
- This Acceptable Use Policy (for all staff) is inclusive of both fixed and mobile internet, technologies provided by the provision (such as PCs, laptops, whiteboards, tablet, voting systems, digital video, and camera equipment, etc) and technologies owned by staff.

Acceptance of the above conditions

Full name: _____

Signature: _____

Job Role: _____Date: _____