



## IT Acceptable Use Policy

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|------------------------------|---|
| <b>Audience</b>              | Staff, Students                         |
| <b>Status / review cycle</b> | Every 2 years                           |
| <b>Current review</b>        | May 2025                                |
| <b>Next review</b>           | June 2027                               |
| <b>Review committee</b>      | Operational Development/Audit Committee |
| <b>Staff lead</b>            | PH                                      |
| <b>Trustee lead</b>          | N/A                                     |

## 1. Revision History

| Version | Revised By      | Date                           | Summary of Changes  |
|---------|-----------------|--------------------------------|---|
| Draft 1 | Daniel Loughlin | 24 <sup>th</sup> March 2010    | Initial draft   |
| Draft 2 | Daniel Loughlin | 22 <sup>nd</sup> June 2011     | General updates   |
| 1.0     | Daniel Loughlin | 3 <sup>rd</sup> May 2012       | Approved  |
| 1.1     | Daniel Loughlin | 7 <sup>th</sup> June 2012      | Additional section on reporting of security breaches  |
| 1.2     | Daniel Loughlin | 4 <sup>th</sup> May 2016       | General Updates   |
| 1.3     | Daniel Loughlin | 28 <sup>th</sup> March 2017    | General Updates   |
| 1.4     | Daniel Loughlin | 28 <sup>th</sup> February 2022 | Updated college name and logo, remove sections covered by Data Protection Policy and IT Security Policy. Formatting changes |
| 1.5     | Daniel Loughlin | September 2022                 | Specifically included third parties in section 8  |
| 1.6     | Peter Henning   | May 2025                       | Add DP Policy / UK GDPR. Add screen & keystroke logging.  |

## 2. Policy Statement

Esher Sixth Form College provides all staff and students with access to, and encourages the use of, the College IT systems to support the goals and objectives of the college.

This policy is not designed to impose restrictions contrary to the College's established culture of openness and trust, but to protect individuals and the corporation from illegal or damaging actions.

## 3. Scope

This policy applies to all employees, students and third parties granted use of College IT systems, and all equipment owned or leased by Esher Sixth Form College.

## 4. Prohibited Use

Users must not:

- Deliberately or through careless behaviour undertake activities that interfere with the normal operation of the college network, or waste College resources.

- Connect any unauthorised equipment to the College network, or College computers.
- Attempt to gain unauthorised access to any College data or computer system.
- Allow anyone else to use their college credentials, i.e. usernames, passwords and/or PINs.
- Access college systems using someone else's credentials.
- Access, share, update, or delete any College data in a way that violates the College Data Protection Policy or the UK GDPR.

The Esher Sixth Form College IT systems must not be used to:

- Create, distribute or store images, text or materials that might be considered indecent, pornographic, obscene, illegal, discriminatory, offensive or abusive.
- Store or distribute material protected under copyright laws, including music, software, graphics or text, unless permitted by license, contract or written permission from the copyright holder.
- Carry out any hacking activities.
- Intentionally propagate, develop or execute malicious software in any form (e.g. viruses, worms, trojans, password stealers, keyloggers etc.)
- Transmit unsolicited commercial or advertising material (spamming)
- Broadcast unsolicited personal views on social, political, religious or other non-business-related matters
- Harass, defame, libel, slander, intimidate, impersonate or otherwise abuse another person.
- Create or distribute material with the intent to defraud or which is likely to deceive a third party.

## 5. Exemptions

There may, in limited situations, be a legitimate need to carry out activities disallowed by this policy. For example, research into material considered discriminatory, offensive, or abusive, or research into computer intrusion techniques. In such circumstances, prior approval should be sought from the IT Director and Principal.

## 6. Personal Use

Personal use is permitted, but such use must not affect work performance or compromise the security or reputation of the college. Commercial use, which is not connected to, or approved by the College, is strictly prohibited.

## 7. Privacy

To ensure compliance with this policy, applicable laws, as well as the on-going availability and reliability of the IT systems, Esher Sixth Form College monitors all aspects of the College IT systems; this may include monitoring communications via HTTPS over the internet (HTTPS inspection), keystroke logging, and screen sampling.

Where required by law Esher Sixth Form College may disclose to relevant law enforcement agencies information regarding the use of, and content stored or processed by its systems.

For further information please see our privacy policies, which are available on the College website.

## 8. Sanctions

Any employee, student or third party suspected, or found, to have violated this policy may be subject to disciplinary action, criminal prosecution and/or legal action. Disciplinary penalties range from suspension of access to computer systems, to expulsion or dismissal from the College.