

IT Systems Acceptable Use Policy

Date approved:	13 May 2022
Approved by:	SMT
Responsible Manager (s):	Head of IT
Executive Lead:	Vice Principal - Engagement

Applicable to Students:	Yes
Accessible to Students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:		Date:
• SMT	Yes	13/05/22
• AMT	Yes	03/05/22
• CCMT	Yes	04/05/22
• Students	Yes	04/05/22
• Employee representatives (<i>HR policies only</i>)	NA	
• Other	NA	

Policy review frequency, normally: Once every three years

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1. Scope and Purpose of the Policy

This policy applies to users (employees, students and third parties) who are authorised by B&FC to access its IT systems* and data.

The purpose of this policy and the associated Acceptable Use Agreement is to ensure that users are aware of what constitutes acceptable use of IT systems and data, so that the risks (both security and reputational) to B&FC through the mis-use of IT systems* and data is minimised.

* For the purpose of this policy, 'IT systems' are defined as all network-connected devices or software applications available on the B&FC network.

2. Policy Statement

IT systems and data provide the backbone on which B&FC provides an excellent learning and working environment. This policy and associated agreement is part of a set of risk management controls that B&FC puts in place so that users can rely on the availability and security of those systems.

“Acceptable use” is defined in detail within the Acceptable Use Agreement. In summary, a user should not perform any activity using B&FC IT systems and data that increases cyber security risk, is illegal, infringes copyright, is inappropriate or that would result in risk of, or actual damage to, B&FC IT systems and data or to B&FC's reputation.

Where conduct by a user is considered illegal, the matter may be reported to the police. For serious matters pertaining to this policy, the relevant disciplinary procedure may be invoked.

3. Accountability

3.1 The Head of Information Technology is responsible for:

- Ensuring that the policy is implemented, regularly reviewed and updated.
- Ensuring that IT systems, networks and applications are available to agreed service levels.
- Ensuring that this policy and associated agreement are readily available.
- Supporting the investigations into incidents where the Acceptable Use Agreement may have been breached.
- Ensuring that measures are in place to restrict one's ability to breach the Acceptable Use Agreement.

3.2 Users are responsible for:

- Adhering to the terms of this policy and the associated Acceptable Use Agreement.

- Reporting known or suspected breaches of the Acceptable Use Policy.

4. Student Involvement

- 4.1 Students will be made aware of the Acceptable Use Policy and associated agreement via induction and a copy of the policy is available to view via the virtual learning environment (VLE) and student portal.

5. Linked Policies

[JaNET Acceptable Use Policy](#)

6. Linked Procedures

Acceptable Use Agreement
Professional Boundaries

7. Equality Impact Assessment attached

Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, Health and Safety and Sustainability Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: IT Systems Acceptable Use Policy Author and Date: G Baxter March 2022	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision Please tick as appropriate Expected Implementation Date: May 2022 What is the review date? May 2025
Equality, Diversity and Inclusion Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None.
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Minor amends and simplification of existing policy.
Is this policy of a high/medium or low risk?	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low

Full Assessment Screening (if required)