



Adult Learning Kirklees

Acceptable Use Policy for Staff

2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures and guidance. Additions to reflect the bespoke nature of adult learning are included in all policy guidance as they are working documents.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be devised, reviewed and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: July 2022	Date of Renewal: July 2024
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Acceptable Use Policy for Staff

I confirm that I have read and understood the *Kirklees Electronic Communications Guidance for Staff* and that I will use all means of electronic communication equipment provided to me and any personal devices which I use for work activity in accordance with the document. In particular:

Any content I post online (including outside work time) or send in a message will be professional and responsible and maintain the reputation of KACL.

To protect my own privacy I will use a work email address and telephone number(including mobile phone) as contact details for learners.

If I use any form of electronic communication for contacting learners I will use work's system, never a personal account.

I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager.

I will never use my personal mobile phone or other personal electronic equipment to photograph or video learners.

Taking photographs and videos will only be done with the permission of learners for agreed activities.

I will take all reasonable steps to ensure the safety and security of IT equipment which I take off site and will remove anything of a personal nature before it is returned to work.

I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date.

I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded.

I will follow work policy on compliance with the General Data Protection Regulations (GDPR). In particular:

Confidential information, learner information or data which I use will be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended.

I understand that I have the same obligation to protect work data when working on a computer outside work.

I will report immediately any accidental loss of personal or sensitive information so that appropriate action can be taken.

I understand that work may monitor or check my use of IT equipment and electronic communications.

I understand that work has the right to examine or delete any files that may be held on its computer system, to monitor any internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to work's disciplinary procedures.

Name.....

Signed.....Date.....