



UNIVERSITY  
TECHNICAL COLLEGE BOLTON

**UTC BOLTON**

**STAFF AND STUDENTS**

**ACCEPTABLE USER POLICY**

**2018-2020**

**Approved: Chair IMC**

**Date: 18<sup>th</sup> July 2018**

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**Revision History:**

<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Owner</b>	<b>Summary of Changes</b>
<b>1</b>	December 2016	LM	Additional content re: social media usage staff and students
<b>2</b>	July 2018	LM	Updated re: GDPR (May 2018) IMC
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## **1. BACKGROUND**

Communication with children both in the 'real' world and through web-based and telecommunication interactions should take place within explicit professional boundaries. Staff should not request or respond to any personal information from children other than that which may be necessary for their professional role.

They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming' behaviour.

It is acknowledged that staff may have genuine friendships and social contact with parents of students, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

If a student or parent/carer seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation. Staff should recognise that some types of social contact with students or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the UTC into disrepute (e.g. attending a political protest, circulating propaganda).

Some staff may as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with the Principal and/or the Designated Safeguarding Lead and where necessary referrals should be made to the appropriate support agency.

## **2. RATIONALE**

UTC Bolton recognises the critical role that good access to IT facilities plays in the aim of the College to provide an outstanding education for its students. UTC Bolton will therefore allow all students, teachers, support staff and any other relevant members of the UTC Bolton community appropriate access to IT facilities, including the internet and social media. This Acceptable User Policy includes the use of IT, social media and the internet.

## **3. POLICY STATEMENT**

All access to IT facilities, the internet and social media must be in support of educational activities and appropriate to the aims of UTC Bolton. The aims of this policy and agreements are to ensure that:

- All staff, students and their parents/carers are consulted in the updating of this policy;
- All students and staff are clear about what constitutes appropriate use of IT, the internet and social media, especially within UTC Bolton and when using UTC IT resources;
- Staff and students have confirmed that they will make appropriate use of such IT facilities, including the internet and social media;
- All users are aware of the possible consequences of inappropriate use, which could include temporary or permanent loss of access to IT facilities, or even result in serious disciplinary action being taken;
- All students and staff who access the internet or social media from the UTC Bolton site, or use its IT resources when off site, are aware that they are responsible for everything that takes place on their computers, tablets or mobile phones and that all activity, including use of the internet may be logged.

## **4. BENEFITS**

Access to the internet, email and social media will enable students and staff to:

- Explore exclusive sources of information to enhance the educational experience.
- Exchange personal communication with other internet or social media users around the world.

- Extend the curriculum and be included in initiatives relevant to their education and take part in global educational projects.
- Keep abreast of news and current events.
- Take part in live discussions and other events.
- Make links with experts.
- Publish and display work via websites.
- Access curriculum resources and exchange work with staff and other students.

## **5. EFFECTIVE USE**

Internet and social media access will be planned to enrich and extend learning.

Students will make best use of the internet and social media if they:

- Have been given clear objectives for using the internet or social media.
- Have been educated in responsible and effective internet or social media use.
- Are supervised when appropriate.
- Are encouraged to evaluate sources and discriminate between valid and inappropriate materials.
- Know how to copy, save and edit material from the internet or social media without infringing copyright and data protection. The General Data Protection Regulations (GDPR) which came into force in May 2018, place a duty on all staff to take responsibility for reading and upholding the standards laid out in the UTC Data Protection Policy (2018).

## **6. SAFETY AND REPORTING MISUSE/LOSS**

Internet access from the UTC Bolton site is filtered and monitored. Access to inappropriate websites is blocked, either on a website-by-website basis or by blocking inappropriate key words or phrases. Internet activity on the UTC Bolton site is monitored and logged and UTC IT equipment used off site may be checked on its return for inappropriate use.

All staff and students have a duty to respect the technical safeguards which are in place at the UTC. Any attempt to breach technical safeguards, conceal network identities or gain unauthorised access to systems and services is unacceptable.

In the case of tablets, students, parents/carers and staff have a responsibility to act in accordance with this policy and associated guidance. Appropriate sanctions are in place and implemented in the event of misuse.

Any IT device, including pen drives, which are lost or stolen, must be reported immediately to the Principal.

All sensitive data/information pertaining to students must be appropriately encrypted on IT devices, including pen drives in order to comply with the UTC Data Protection Policy which incorporates the General Data Protection Regulations (May 2018).

Staff must not use any existing personal social media accounts. Staff must set up new accounts specifically for posting and interaction via social media on behalf of UTC Bolton and submit the details for registration to the Network Manager.

It is ultimately the responsibility of staff to ensure that they set and convey appropriate standards for IT social media and internet use. Staff and students should be aware at all times of the potential consequences of inappropriate use of the internet or social media, which could include loss of access to UTC Bolton IT facilities, disciplinary action and, in extreme cases where misuse could constitute a criminal offence (for example, an incident of cyber-bullying, a user accessing extreme pornography, accessing materials in relation to violent extremism or child sexual exploitation) will be reported to the appropriate Police authority and the IMC.

Any student who suspects misuse of the internet, social media or IT facilities must report this to their Academic Mentor or classroom teacher in the first instance. Any member or staff who suspects misuse of the internet, social media or IT facilities must report this to the Principal in the first instance.

Any serious or potentially illegal misuse of the internet or IT facilities must be reported to the Principal, or, in the case of misuse by the Principal, to the Chair of the IMC.

Misuse includes:

- Accessing pornography, cyber-bullying, accessing materials in relation to violent extremism or child sexual exploitation;
- On site use of internet and UTC Bolton IT facilities for personal financial gain;

- Damaging the reputation of the UTC Bolton through use of social media.

## **7. PERSONAL SECURITY GUIDELINES – STUDENTS**

- Students should never reveal personal information, either their own or others, such as home address, mobile and home telephone numbers and personal e-mail address.
- Students should only give their full name (first and family name) if they are confident that the internet site is a legitimate site that is relevant to their learning; if in doubt they should consult their teacher or other member of staff for advice.
- Students must not share passwords as this may allow others to misuse their accounts. If a student suspects that someone else knows their password, they should ask their Academic Mentor or teacher to arrange for the password to be changed.
- Student must always log off when they finish using a computer or tablet. A computer or tablet should never be left unattended when the user is logged on.
- Students should always implement suitable security measures on personal devices such as a PIN code or password.
- Students must not download photographs of themselves or other students onto emails, social networking sites or websites unless their parent or carer has given permission to do so. Individual students should not be identifiable by name from such images. If in doubt, the issues should be discussed with a class teacher, Academic Mentor or another member of staff.
- Students must not use their mobile phones to take inappropriate photographs of fellow students or members of staff.
- Students must not contact any member of UTC staff via any social media platform.
- Students should never arrange to meet anyone that they have made contact with online or via social media without discussing this with their parent or carer first. Students must always be aware that the author of an email or other internet/social media material may not be who they say they are. If a student is concerned about such chat rooms, they should discuss their concerns with their Academic Mentor or another member of staff.
- Students must always report any inappropriate internet or social media content, or email messages to their Academic Mentor, class teacher or another member of staff. Students can report their concerns using the TOOTOOT facility on the UTC Bolton website. Away from UTC Bolton they should report such materials to

their parent or carer. Concerns about chatrooms which may have a grooming element, should be reported to the Principal or the Designated Safeguarding Lead.

- Students must not take part in any activity that could be interpreted as cyber-bullying. This could include offensive email or social media messages, use of sexist, racist or homophobic language or posting offensive emails or offensive messages on social networking sites. Students should also remember that once an email has been sent or a comment or image posted on a website, they lose control of the material and it becomes open to misuse by others.
- Students are reminded that misuse of the UTC Bolton's IT facilities, internet or social media to access inappropriate materials or for personal financial gain could result in disciplinary action being taken, including loss of access to IT facilities, a verbal or written warning, a letter or telephone call home to parents/carers, detention or even exclusion.
- Students must be aware of Examination Board rules and regulations regarding plagiarism and not infringe copyright on any materials that they download from the internet.

## **8. PERSONAL SECURITY GUIDELINES – STAFF**

- Staff are advised to use their UTC Bolton email address for professional use and avoid using it for personal use in order to avoid accusations of misuse of UTC Bolton IT facilities.
- Staff should take care when sharing personal information; home address, personal telephone numbers and email addresses. There should be exceptional circumstances which have been discussed with the Principal and/or the Designated Safeguarding Lead if private information is to be shared with a student.
- Staff must never allow others to use their accounts and should not reveal their password to others. If a member of staff suspects that someone else knows their account details or passwords, they should arrange with the Network Manager to have these changed.
- Staff must always log off or lock their computer when they finish working. A computer or tablet should never be left unattended when the user is logged on.
- Staff must always implement suitable security measures such as a PIN or password on portable devices, including pen drives.

- The UTC Bolton network, especially SIMS, can allow staff to have access to confidential and personal information regarding students and staff. Staff must ensure that such information remains confidential at all times and have due regard for Data Protection Act (1998) and GDPR (2018) referenced in the UTC Data Protection Policy (2018).
- Staff must not engage with any current students under the age of 19 or past students under the age of 18 through any social media platform.
- Staff must not use UTC Bolton IT facilities to access inappropriate internet content, for personal financial gain and must only access social networking sites for the purposes of enhancing the learning and teaching experience for students.
- Staff must be aware of copyright and ownership when they copy or download materials from the internet.
- Staff must not send photographs of students as email attachments or post photographs of students on websites unless they have permission to do this from students' parents or carers and the permission of the Principal. No student should be identifiable by name. All materials must represent the UTC Bolton in an appropriate way.
- Photographs of students must be taken using UTC Bolton equipment. Members of staff must not use their mobile phones to take photographs of students.
- Staff are reminded that misuse of the UTC Bolton's IT facilities, internet or social media to access inappropriate materials or for personal financial gain, or damaging the UTC Bolton's reputation in any way, could result in disciplinary action being taken, including loss of access to IT facilities, a verbal or written warning, suspension or dismissal according to UTC Bolton policy. Extreme cases of misuse and all illegal activity will be reported to the IMC and Police authorities.
- Staff have a duty to report all suspected misuse to the Principal, or, in the case of the Principal, to the Chair of the IMC. Misuse can include, possible child protection issues, including those in relation to PREVENT and child sexual exploitation.

## **9. LINKS TO THE OTHER UTC POLICIES**

Students and staff are reminded that the guidelines and expectations for professional conduct across the UTC community are set out in the following policies:

- Anti-Bullying;

- Behaviour;
- Data Protection;
- Safeguarding;
- Staff Social Media;
- Student Social Media

## **10. PARENTAL SUPPORT**

Students could potentially have unsupervised internet or social media access at home or at other locations away from UTC Bolton. All parents or carers should be aware of the concerns and benefits of internet and social media use. Parents and carers are invited to contact the UTC at any time for advice on safe use of the internet and social media. UTC Bolton will also provide information for parents and carers, for example, through talks on internet safety and the safe use of social networking sites.

## **11. USAGE RULES AND GUIDELINES**

### **Privacy**

UTC Bolton accesses student and staff UTC accounts and regularly reviews documents and log files in order to ensure that inappropriate use is not taking place. UTC Bolton equipment such as laptops, netbooks or tablets is checked on return to ensure that it has been used appropriately.

### **Software**

Students and staff must not download, load or install software, shareware or freeware, or load any such software from USB pens without first consulting and obtaining permission from the Network Manager. All software installed must have an appropriate, current licence which must be provided to the Network Manager.

### **Sharing Files**

Students and staff must not copy each other's work or intrude into other's files without permission. Copyright needs to be considered when copying or downloading any materials from the internet or portable media.

### **Back-Up**

The UTC Bolton network is backed up daily by the automated backup systems, content can be restored up to 6 months prior.

Students and staff are also encouraged to make back-up files for their work not held on the UTC network. Staff using personal portable devices such as tablets or phones should ensure suitable back-up solutions are implemented and maintained.

### **Purchasing Hardware and Software**

Staff should always consult with the Network Manager before any hardware or software is purchased to ensure that it is compatible with the UTC network. Failure to do so may prevent this hardware or software from being installed on the network. Students are not permitted to order anything or subscribe to a newsletter or any other form of correspondence using a UTC device or their UTC email address.

### **Device Protection**

The UTC Bolton network is protected against malicious attack or use through a range of systems such as anti-virus software and firewalls. Care should be taken when opening emails or attachments; please contact the Network Manager before opening any dubious email or attachment.

### **Inappropriate Materials or Language, Chat Rooms and Computer Games**

Abusive or impolite materials or language should not be used to communicate nor should such materials be accessed which are not in line with the UTC Bolton Behaviour Policy, Anti-Bullying Policy or Social Media Policy. A good rule is never to view, send or access materials which you would not want other students, staff or parents/carers to see. If encountered, such materials should be immediately reported in accordance with this policy.

Students and staff should not access chat rooms from the UTC Bolton site unless such chat rooms have an educational purpose and, in the case of students, they have been directed to do so by a teacher or other supervising adult.

Staff and students should be aware of the dangers posed by chat rooms designed to groom young people as they pose a safeguarding risk to young people. Any student or member of staff who is concerned about such chat rooms, whether these have been encountered inside or outside of the UTC, should report them immediately to the Principal and the Designated Safeguarding Lead.

It is not appropriate for staff and students to play computer or internet games during the UTC day unless they have an educational purpose and, in the case of students, they have been directed to do so by a teacher or other supervising adult.

**Staff and students must refrain from posting anything that is disrespectful to individuals, obscene, sexually explicit, inappropriate, inflammatory or defamatory towards the UTC or any person. Such behaviour would constitute a breach of the Computer Misuse Act (1990) as British decency laws will have been contravened. The UTC therefore expects that the online contributions of students and staff are polite and non-offensive.**

### **Theft, Vandalism and Wilful Damage to IT Facilities**

IT facilities represent a considerable financial investment to UTC Bolton. Theft and vandalism deplete the UTC's resources and are detrimental to the learning of students.

Vandalism includes any attempt to harm or destroy the UTC IT system and includes uploading or creating computer viruses.

Students are expected to treat all IT facilities with respect. Staff should ensure that students are supervised when using IT facilities and that any incidents of theft or vandalism are challenged, recorded and dealt with in an appropriate manner.

It is important that IT facilities remain secure at all times. Rooms containing IT facilities, for example, must not be left unlocked and unsupervised during Open Days, Parents' evenings and other events when members of the public could be unsupervised on site.

## **12. SANCTIONS FOR MISUSE OF IT FACILITIES, THE INTERNET OR SOCIAL MEDIA**

### **Students**

Misuse could result in:

- A verbal warning.

- A Recall.
- A letter or telephone call home.
- Temporary loss of IT facilities.
- A fixed term exclusion.
- Permanent exclusion.

### **Staff**

The misuse of IT facilities, the internet or social media by staff is a serious issue and may result in disciplinary action being taken. The Principal must be informed of all serious misuse of IT facilities, the internet or social media. The Chair of the IMC must be informed if the Principal is suspected of such misuse.

## **13. MONITORING**

### **Student Monitoring**

Monitoring of student activity is undertaken routinely as part of the UTC Safeguarding procedures. The authorised personnel are the Principal and the Designated Safeguarding Lead.

### **Staff Monitoring**

Monitoring of staff activity must be authorised by the Principal and may be where there have been reasons to believe the individual has acted inappropriately or contrary to their contract of employment.

Monitoring reports will be prepared by the Designated Safeguarding Lead.

Reports will be classified **STRICTLY CONFIDENTIAL** and be submitted to the Principal.

## **UTC BOLTON**

### **STUDENT IT, SOCIAL MEDIA AND INTERNET USE AGREEMENT**

Students of UTC Bolton recognise the great benefit that access to IT facilities, social media and the internet brings to learning. As a student at UTC Bolton I agree to use IT facilities, social media and the internet responsibly, therefore,

- I will not contact UTC staff via any social media platform.
- I will only use my own login, email address and password, which I will not share with others.
- I will not give out personal information such as full name, home address, telephone numbers or personal email to anyone whose identity I cannot be certain of over the internet.
- I will not use anyone else's login, email address or password.
- I will not access anyone else's work on the UTC network without their permission.
- I will not download any material from the internet directly onto a UTC Bolton device.
- I will not download or install software, shareware or freeware on the UTC Bolton network either directly or via portable devices, including USB memory sticks or external hard drives.
- I will not violate copyright laws or licensing agreements.
- I will avoid plagiarism by not passing off work downloaded from the internet as my own. I will give clear references to sources where I have downloaded someone else's work.
- I will use IT facilities, social media and the internet responsibly, in accordance with the UTC Bolton policy, for classwork and homework.
- I will not bring in disks and USB pens or other portable devices from home without permission.
- I will not attach any device to the UTC Bolton network which may contain files which breach copyright, Data Protection or other laws.
- I agree not to bring in IT hardware from outside of the UTC Bolton and use this hardware on the UTC Bolton network.
- I will not use my mobile phone in a lesson unless directed to do so by a member of staff.
- I will not play computer games or access social networking sites during the UTC day unless I have been directed to do so and they support my learning.
- I will log off from any device when I am no longer using it or I will be away from it for a period of time.

- I will not use the internet or social media without permission from a member of staff. I will log off from the internet or social media if I am asked to do so.
- I will not search, view, send or display offensive or time-wasting materials.
- I will not send offensive, threatening or time-wasting messages nor post inappropriate images on websites which could include use of sexist, racist or homophobic language.
- I will not try to access pornographic materials or materials relating to violent extremism.
- I will not use my mobile phone to take inappropriate images of fellow students or staff of the UTC.
- I will not download photographs of myself or other students onto emails, social networking sites or websites unless my parent/carer has given permission to do so and the Principal has given his/her approval.
- I will not use inappropriate chat rooms during the UTC day and will only access social networking websites during the UTC day when given permission by a teacher.
- I will not use the UTC's IT facilities for personal financial gain, gambling, political purposes, advertising or any use which could cause damage to the UTC's reputation.
- I will not access my personal 'home' email account unless given direct permission to do so in association with a task.
- I will not arrange to meet anyone I have met over the internet.
- I will notify the Principal or Designated Safeguarding Lead immediately if I am approached by someone in an internet chat room outside of UTC hours, who I do not know and who would like to meet me.
- I will inform a member of staff immediately if I encounter materials or messages that make me feel uncomfortable.
- I will inform a member of staff if I suspect someone else of misusing IT facilities, social media or the internet.
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting pages or printing handouts. I will only print in colour when this is essential to my learning. I understand that the UTC will monitor any printing that I do and may take action if this is excessive
- I will respect UTC Bolton resources and not damage or steal IT facilities.
- I understand that the UTC will check files and monitor the internet sites used by students.
- I understand that sanctions will be used if I misuse IT facilities, social media or the internet.
- I understand I am responsible for the use and care of any portable device intended for my personal use whilst a student at UTC Bolton.

**I have read and understood the above statements and I agree to comply with the UTC Bolton rules for use of IT facilities, social media and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

As the parent/carer of the student signing above, I grant permission for them to use electronic mail, social media and the Internet. **I understand that students will be held accountable for their own actions.** I also understand that some material on the Internet or social networking sites may be objectionable and I accept responsibility for setting standards for them to follow when selecting, sharing and exploring information and media.

**Parent/Carer signature:** \_\_\_\_\_

**Parent/Carer Name (printed):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE NOTE: Failure to return this document in the allocated timescale will result in loss of network privileges**

## **UTC BOLTON STAFF IT, SOCIAL MEDIA AND INTERNET USE AGREEMENT**

The staff of UTC Bolton recognise the great benefit that access to IT facilities, social media and the internet bring to learning. As a member of staff at UTC Bolton I agree to use IT facilities, social media and the internet responsibly.

- I will keep my login, email address and password confidential. I will take care to ensure that others cannot use my accounts to access confidential information about students or staff by always logging off when I have finished work or locking my computer when it is left unattended.
- I will take responsibility for reading and upholding the standards laid out in the UTC Data Protection Policy (2018), which incorporates the General Data Protection Regulations (May 2018).
- I will not use anyone else's login, email address or password.
- I will not engage with any current UTC students under the age of 19 or past students through any social media platform.
- I will take care when giving out personal information, for example, to students and parents/carers. I acknowledge there should be exceptional circumstances which I have discussed with the Principal and/or the Designated Safeguarding Lead if private information is to be shared with a student.
- I will not use any personal social media accounts for UTC Bolton business.
- I will register with the Network Manager any new accounts specifically created for UTC business.
- I will not access anyone else's work on the UTC network without their permission.
- I will not download or install software, shareware or freeware onto the UTC network either directly or via portable devices without consulting the Network Manager.
- I will not violate copyright laws or licensing agreements.
- I will screen all USB pens, digital media and portable devices for malicious software before I download any files on to the network and take care when opening unknown email attachments.
- I will seek advice from the Network Manager if I am unsure about the safety of any such devices or attachments.
- I will not attach any device to the network which may contain files which breach copyright, data protection or other laws.
- I agree not to bring in IT hardware from outside of the UTC and use this hardware on the UTC network without appropriate authorisation from the Network Manager.

- I agree to use the IT facilities, social media and internet of the UTC only for work-related use during my working hours (excluding designated breaks).
- I will not search, view, send or display offensive materials such as pornography.
- I will not search, view, send or display materials in relation to violent extremism except as part of curriculum preparation and with the express consent of the Principal.
- I will not use the UTC's IT facilities for personal financial gain, gambling, political purposes, advertising, or to cause damage to the UTC's reputation.
- I will only access social networking sites to enhance the teaching and learning experience for students.
- I will not send offensive, threatening or time-wasting messages nor post inappropriate images on websites.
- All emails sent will be of a professional nature and appropriate to the intended audience.
- I understand that I must inform the Principal immediately if I suspect another member of the UTC staff of serious or illegal misuse of IT facilities, social media or the internet. I will inform the Chair of the IMC if that person is the Principal.
- I will ensure that all students under my supervision use IT facilities, social media and the internet appropriately to support learning. I will challenge and report any misuse to the Principal.
- I agree to plan the use of IT facilities to best support students' learning. I will follow all relevant booking procedures when requesting to use IT facilities.
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting pages or printing hand-outs.
- I will ensure that I follow relevant Health and Safety regulations when using IT facilities such as not looking into the light beam from a projector and not leaving students unsupervised around projectors.
- I will ensure that IT facilities are left in a fit state for the next person or class to use them
- I will ensure any personal device allocated to me is brought to the UTC ready for use.
- I understand I am responsible for the use and care of any personal device allocated to me whilst a member of staff at UTC Bolton.
- I understand that I am responsible for the safekeeping of any IT equipment which I use, including such equipment which I may take off site. I will not remove IT equipment from the site without signing it out from the Network Manager.
- I understand that the UTC may check files and monitor the internet sites used by staff.
- I understand that I must not put myself in a position where anything I post on social media can bring UTC Bolton into disrepute.

- I understand that serious misuse of IT facilities, social media and the internet could result in disciplinary action being taken against me.

I have read and understood the above statements and I agree to comply with the UTC Bolton rules for use of IT facilities, social media and the internet. I understand that failure to do this could result in disciplinary action being taken against me.

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_