

## **Internet Policy**

### **1 Policy**

Use of the internet by employees and students of Shockout Arts/Academy is permitted and encouraged where such use supports the goals and objectives of the business both on company devices and personal laptops used for work.

However, Shockout Arts/Academy has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

### **2 Internet**

2.1 The internet is an unregulated medium that Shockout Arts/Academy cannot control or monitor. Shockout accepts no responsibility for the accuracy, quality, authority or usefulness of any information accessed or received. The user is responsible for questioning the validity of information found.

### **3 Unacceptable Use of the Internet**

There is no internet filtering for adults.

3.1 The following is deemed unacceptable:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Shockout, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Shockout in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions

- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network

#### **4 E-Commerce**

- 4.1 Anyone using PCs for a commercial transaction for example by entering their credit card details, does so at their own risk. Shockout Arts cannot be held responsible for losses resulting from sending confidential information via the internet.

#### **5 Copyright**

- 5.1 Breaching copyright is illegal. It is the responsibility of the employee/student to keep within the law.
- 5.2 Do not infringe any of the copyright regulations that apply to web pages. Unless specific permission is given on the website only a single copy may be downloaded and printed.
- 5.3 You may download material, and copy to a USB memory stick for the purposes of your private study, research, or for non-commercial purpose.

#### **6 Business Hardware and Software**

- 6.1 You must not damage Shockout computer hardware.
- 6.2 Users are not allowed to delete, add or modify the software. We reserve the right to change PC software and settings without notice.
- 6.3 Do not attempt to gain unauthorised access to any computer network or system.
- 6.4 Do not save work to the computer hard-drive – it will be removed by cleaning software.
- 6.5 Shockout shall have no liability for direct, indirect or consequential loss, however incurred, relating to data processed on, or any other use of the computer equipment.
- 6.6 If a virus warning or other serious alerts are displayed on the computer please tell a member of staff.

#### **7 E-Safety**

- 7.1 Teaching and Support Staff are responsible for ensuring that:
- they have an up to date awareness of e-safety matters and of the current college/university e-safety policy and procedures.
  - They report any suspected misuse or problem to Principal for investigation.
  - All digital communication with students should be on a professional level and only carried out using official college systems
  - Students understand and follow the e-safety and acceptable use in related policies.

- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- They monitor the use of digital technologies, mobile devices, cameras etc in lessons and other college/university activities (where allowed)
- In lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

#### 7.2 Students are responsible for:

- using the college/university digital technology systems in accordance with Internet Policy.
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the college/university Internet Policy covers their actions out of college, if related to their membership of the university/college.
- Being aware of cyber bullying and report to a member of staff.

### 8. Disclaimers

- 8.1 Shockout accepts no responsibility for technical malfunctions that may prevent access to the internet or web based e-mail services.
- 8.2 Shockout cannot accept responsibility for losses or problems caused by sending confidential information over the internet.
- 8.3 Shockout is bound under the Provisions of the Data Protection Act and will not release information on the use of specific internet resources by users except as required by law or as necessary for the proper operation of the Library and IT Suite.

**NB: Misuse of business IT equipment can result in Disciplinary Action.**