

1. Purpose

- 1.1. The purpose of this policy is to set out the principles to be followed to ensure the legal and appropriate use of information technology and electronic resources supplied to staff in support of More Training operations.

2. Scope

- 2.1. This policy applies to all staff, learners, contractors and third-party agents using More Training information systems and electronic resources.

3. Policy Statement

- 3.1. All hardware, software, and related systems and services are provided by More Training for the sole purpose of carrying out operations that relate and only relate to More Training.
- 3.2. Information technology systems and electronic resources are provided on the understanding that the members of More Training will use them with intent to comply with all applicable laws and regulations.
- 3.3. Electronic resources are finite and must be shared with an understanding that the careless or unlawful actions of one individual can have a dramatic effect on colleagues within the network.
- 3.4. More Training reserves the right to monitor, limit, and restrict electronic messages and the public or private information stored on computers owned, maintained, or managed by More Training.
- 3.5. Computers not owned, maintained, or managed by More Training staff will be denied access to Head Office resources.

4. Behaviour of Users

- 4.1. More Training expects all users to understand that **current laws prohibit** the following:
 - 4.1.1. Careless handling of sensitive information.

- 4.1.2. Electronic libelling or defamation.
- 4.1.3. Sending, posting or broadcasting messages that incite hate or discontent.
- 4.1.4. Transmitting repeated unwanted advances.
- 4.1.5. Falsifying information or impersonation.
- 4.1.6. Unauthorised use, providing, or copying protected intellectual or copyrighted property.
- 4.2. More Training expects all users to understand that our **internal policy prohibits:**
 - 4.2.1. Posting or transmission of confidential or classified information.
 - 4.2.2. Use of offensive or discriminatory language.
 - 4.2.3. Contact with any learner that does not relate directly to their apprenticeship
 - 4.2.4. Transmission of graphic images, sounds or text that are sexual or offensive in nature.
 - 4.2.5. Sharing passwords with others who do not own the account.
 - 4.2.6. Unauthorised use of other's passwords or accounts.
 - 4.2.7. Use of resources for personal profit or gain.
 - 4.2.8. Use of resources to harass, threaten, or otherwise invade the privacy of others.
 - 4.2.9. Initiate or forward email chain letters or messages.
 - 4.2.10. The installation or use of any servers on the network not expressly approved by More Training.
 - 4.2.11. Deliberate attempts to cause breaches of the network, servers, telecommunications systems or security.
 - 4.2.12. Leaving your computer unlocked and unsupervised for extended periods of time.

4.2.13. Use of applications to receive and/or distribute copyright materials, such as movies, music and videos.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.