



eastbourne

ACCEPTABLE INTERNET USAGE POLICY (GROUP LEADERS)

This Acceptable Usage Policy (AUP) covers the security and use of all LTC's information and IT equipment. It includes the use of email, internet, voice and mobile IT equipment. This policy applies to all group leaders.

Computer Access Control – Your responsibility

All Group Leaders have access to the LTC student WiFi through the same password. You are responsible for the safety of LTC student network.

Internet and email Conditions of Use

You are welcome to use student LTC network and computers if what you do:

- Is not bad for LTC in any way
- Is not against the law
- Does not harm any other users (e.g. cyber bullying)

You must not:

- Visit websites, access and / or share information that may be considered inappropriate or illegal
- Let anyone who is not an LTC student use the LTC network or have access to LTC computers
- Leave the computer logged in at an unattended and unlocked computer. Always log off.
- Try to access LTC's IT staffroom or administrative systems or to access confidential data that you should not
- Connect any non- LTC authorised device e.g. "USB drives" without permission
- Store LTC data on any non-authorised equipment
- Give or transfer any LTC data, educational documents or software to any person outside LTC without the authority of LTC

Please report any misuse of the network:

Messages supporting illegal activities must be reported immediately. If you receive inappropriate materials which make you feel uncomfortable, please tell us.

I agree to comply with the acceptable use policy

Signed:

Name

Date:

<p>STAFF USE ONLY Please scan this form to the Group/YL Operations Manager and then SHRED it.</p>
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