INTERNET SAFETY POLICY

alliance learning

Internet Safety Policy

Acceptable internet use policy

Use of the internet by learners of Alliance Learning is permitted and encouraged where such use supports the goals and objectives of the business. However, Alliance Learning has a policy for the use of the internet whereby learners 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

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by learners:

· sexual harassment and online sexual abuse, including but not limited to; Sexting, gossip, rumours or lies about sexual behaviour posted online either naming someone directly or indirectly alluding to someone. Offensive or discriminatory sexual language and name calling online. Impersonating someone and damaging their reputation by sharing sexual content or sexually harassing others.

· visiting internet sites, either on Alliance Learning IT equipment or personal IT equipment, including mobile phones, that contain obscene, hateful, pornographic or otherwise illegal material including extremist websites. This links into our prevent risk assessment, this includes Alliance Learning Wi-Fi and personal roaming data.

· using the computer to perpetrate any form of fraud, or software, film or music piracy

· using the computer/internet to participate in online gaming.

· 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 Alliance Learning, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format

· undertaking deliberate activities that waste learners' effort or networked resources

· introducing any form of malicious software into the corporate network

Company-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Alliance Learning.

Monitoring

Alliance Learning accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon learner productivity and the reputation of the business. In addition, all of the company's internet-related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use. Alliance Learning uses software that logs all key strokes on domain joined devices and reports instantly to the safeguarding team. All high alerts which trigger a level 5 indicating a learner is at serious risk of harm an additional phone call will be made to ensure the team are notified of this.

Sanctions

Where it is believed that learner/staff/visitor failed to comply with this policy, they will face Alliance Learning's disciplinary procedure. If the learner/staff/visitor is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the learner's disciplinary record.

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