

Occuteach

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ACCEPTABLE USE POLICY

At Occuteach we have a duty of care to our employees, training consultants and learners; with regards to keeping individuals safe whilst accessing online services. With an increase of posed online threats, online safety is paramount and the steps that can be taken to protect themselves and company data.

What is an Acceptable Use policy?

An AUP is a document that provides rules and guidelines for using the internet and an IT network, such practices must be agreed to by the user before accessing the internet. Occuteach's workplace AUP is in place to protect company data, IT systems, employees, training consultants and learners.

This Acceptable Use Policy covers the security and use of all information and IT equipment, including the use of email, Internet, voice and mobile equipment.

In order to access the network user ID secure passwords are in place; with access to the server being obtainable from Occuteach and remote access as and when specified.

Under this policy employees and training consultants must not:

- Allow anyone else to use their user ID and password
- Allow unsupervised learner access
- Use someone else's ID to access the IT system
- Access data they are not authorised to access
- Make unauthorised changes to the Occuteach's IT system
- Leave accounts live and logged in
- Connect to a non-authorised device
- Leave their password unprotected
- Transfer data or software to an outside organisation



All staff must not do online:

- Access, download, send or receive data, including images which may be offensive, including sexually explicit, discriminatory, extremist, defamatory or libellous material
- Remove or disable anti-virus software
- Send sensitive information externally
- Download copyrighted materials
- Use the internet or email for harassment or abuse
- Use the email system in a way that could affect its reliability/effectiveness eg. Sending to Spam
- Use the internet to gamble
- Download software from the internet without approval
- Try to remove virus-infected files
- Watch TV on portable work appliances for licensing reasons.

Remote working and Covid'19

During this unprecedented time additional AUP guidelines have been updated to protect employees, training consultants and learners. With current assessment delivery being temporarily altered, assessments and progress reviews are being conducted remotely and away from work premises. Under this policy new guidelines are to be implemented:

- If using online live streaming and meeting programmes such as Skype, Facetime, Zoom, Microsoft teams or google meet please ensure this is conducted from a safe secure network.
- To ensure that suitable backgrounds are appropriate in view of learner or others
- Where possible and the system allows, please blur background to safeguard (safeguard children at home, others, or unsuitable, unprofessional back drops)
- If sessions are being recorded to seek consent and this must be auditable.
- To complete progress reviews confirming content of what has taken place and how the meeting was conducted creating a robust audit trail inc. safeguarding and well-being checks.

Please also refer to Occuteach's GDPR and Confidentiality policy, Electronic sharing and storage of evidence policy, and Online safety policy.

"All data information is the property of Occuteach and there is no official provision for individual data privacy. Any monitoring will be carried out in accordance with audited, controlled internal processes, GDPR 2018, the regulation of Investigatory Powers Act 2000 and the telecommunications Regulations 2000"

The consequences of not following the above could result in e.g. suspension, investigation, termination of employment, instant dismissal, removal of equipment and/ or referral to the police.