

IT Acceptable Use Policy

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The aim of this policy is to help ensure that LDT's IT facilities can be used safely, lawfully and equitably.

1. Scope

The policy applies to anyone using the IT facilities (hardware, software, data, network access, third party services, online services or IT credentials) provided or arranged by LDT.

2. Governance

When using IT, you remain subject to the same laws and regulations as in the physical world.

It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.

When accessing services from another jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service.

When using services via Wi-Fi, you are subject to the policies of LDT.

Some software licenses procured by LDT will set out obligations for the user – these should be adhered to.

Breach of any applicable law or third party regulation will be regarded as a breach of this IT Acceptable Use Policy.

3. Authority

This policy is issued under the authority of the Director, IT Lead, and the Governing Board, who are responsible for their interpretation and enforcement, and who may also delegate such authority to other people.

You must not use LDT IT facilities without the permission of a member of the Governing Board or Senior Management Team. For a staff member, student or registered associate this permission is implied by the allocation of personal IT credentials.

You must comply with any reasonable written or verbal instructions issued by a member of the Governing Board or Senior Management Team in support of this policy. If you feel



that any such instructions are unreasonable or are not in support of this policy, you may appeal to the IT Lead and Director.

4. Intended use

The IT facilities are provided by LDT for use in support of your course of study, research or in connection with your employment.

Use of these facilities for personal activities (provided that it does not infringe the policy, and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point. In general, your use of IT facilities should be in a manner that is consistent with your role.

Use of these IT facilities for non-LDT commercial purposes, or for personal gain, requires the explicit approval of the Senior Management Team.

5. Identity

You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone.

You must not attempt to obtain or use anyone else's credentials.

You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

6. Infrastructure

You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment;
- Loading software on LDT equipment other than in approved circumstances
- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

7. Information

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe LDT's Data Protection and Information Security policies and guidance, particularly with regard to removable media, mobile and privately owned devices.



You must not infringe copyright, or break the terms of licenses for software or other material.

You must not attempt to access, delete, modify or disclose information belonging to other people without their permission, or explicit approval from the relevant system owner.

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, defamatory, threatening, discriminatory or extremist). LDT has procedures to approve and manage valid research activities involving such material and must be observed.

Do report any unintended access to information e.g. receiving emails intended for others or inappropriate access to systems.

8. Behaviour

Real world standards of behaviour apply online and on social networking platforms, such as Facebook, Snapchat and Twitter.

You must not cause needless offence, concern or annoyance to others.

You must not send spam (unsolicited bulk email).

You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth, storage space or consumables.

You must not use the IT facilities in a way that interferes with others' valid use of them.

9. Monitoring

LDT monitors and records the use of its IT facilities for the purposes of:

- The effective and efficient planning and operation of the IT facilities;
- Detection and prevention of infringement of this policy;
- Investigation of alleged misconduct;

The results of such monitoring may be shared with relevant authorities for such purposes as the prevention or detection of crime. Information will only be shared as is permitted by law.

You must not attempt to monitor the use of the IT facilities without explicit authority.

10. Infringement

Infringing this policy may result in sanctions under LDT's disciplinary processes. Penalties may include withdrawal of services. Offending material will be taken down.

Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

LDT reserves the right to recover from you any costs incurred as a result of your infringement.

You must inform the Lead of the IT Department dengland@ldtraining.ac.uk if you are aware of any infringement of this policy.