



Engage | Motivate | Inspire

Trafford Alternative Education Provision

Acceptable Use Policy

[2023]



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Policy Title:	Acceptable Use Policy		
Last Reviewed & Updated:	September 2023	Due for Review:	September 2024

Document control

Version control/History

Name	Description	Date
Linda Thompson		September 2022

Approvals

Name	Position	Date

Links to

Policy
Staff Code of Conduct
Safeguarding Policy

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.



Trafford Alternative Education Provision

1. Rationale

This policy provides all users on what is deemed as acceptable usage of all Trafford Council ICT equipment and networks. It is also intended to be a practical guide outlining roles, responsibilities and good practice in order to prevent any misuse that could lead to formal action being taken.

The Acceptable Use Policy (AUP) defines the principles that govern the use of information and information-holding assets by all users. This AUP is designed to help protect all users, and the Council, from irresponsible behaviour, abusive or illegal activities.

2. Introduction

Much of the work of the Council depends upon the availability of computers and computer systems and most members of staff now have access to computers for the purposes of carrying out their work. This access not only applies to computers in use in Trafford Council but via networks to computers throughout the world. The maximum benefits of the use of the technology can only be obtained in a situation where the importance of maintaining the security of the systems is fully understood.

This policy has been designed to assist all and to clarify what is deemed acceptable usage of all Trafford Council ICT equipment and networks. All users of ICT equipment will be required to sign the Induction Checklist to confirm that they have read and understood this document. The completed Induction Checklist will then be stored upon an individual's employment record to be resigned in the event of any major changes to the policy. Not signing the Induction Checklist will result in access to ICT equipment being removed or denied. New user ID's will not be granted continued access to Trafford Council ICT systems and networks until they have signed as having read and understood this document.

It is also intended to be a practical guide outlining roles, responsibilities and,

good practice in order to prevent any misuse that could lead to formal action being taken. It is the practice of most organisations to have such acceptable use policies.

3. Use And Maintenance Of Computer Equipment

Computer equipment is taken to mean all hardware, software, networks and data that are the property of Trafford Council. It includes all computer equipment even that which is not connected to Trafford Council networks. A more comprehensive definition of terms is contained in the **Definition of Terms (#definitions)**.

It is the responsibility of ICT Services to ensure equipment is "fit for purpose". In the event of a malfunction, staff should contact the ICT Service Desk on **EXT 1133 (tel: 01619121133)**. Equipment should only be used in accordance with prevailing health and safety regulations. Staff should consult their line manager in the first instance for guidance; however, further advice is available from the Council's Health and Safety Officer and the ICT Service Desk.

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