



Internet Usage on The JCB Academy Resources

Use of the internet by JCB Apprentices is permitted where such use supports the goals and objectives of their employer or studies at The JCB Academy only.

Limited personal use of the internet is allowed in non-teaching or study hours, subject to The JCB Academy Staff approval.

All of the Academies internet-related resources are primarily provided for study/business purposes; therefore, The JCB Academy maintain the right to record the internet usage and network traffic of users and pass this information on to your employer. Some sites are automatically blocked to protect the individual and the organisation. If you feel that a legitimate website has been blocked, follow the on-screen directions to request access or speak to a member of The JCB Academy staff.

Unacceptable use of the internet includes, but is not limited to:-

- Visiting internet sites that contain obscene, weapons, racist, hateful, pornographic or otherwise illegal material
- Using the computer to perpetrate any form of fraud or software, film or music piracy
- Using the internet by any means to send offensive or harassing material to others
- Downloading software (including screensavers), unless authorised to do so, as it may contain embedded viruses or other malicious code which could damage The JCB Academy systems
- Hacking into unauthorised areas
- Publishing defamatory and/or knowingly false material about your employer or The JCB Academy, your colleagues and/or our customers on social media sites, e.g. blogs (online journals), 'wikis' and any online publishing sites
- If you do publish material that mentions your employer or The JCB Academy, for example, social networking sites, blogs or a personal website, then you must make it clear that you are expressing a personal view by including the following text: "The views and opinions expressed on this site are mine alone and do not necessarily reflect the views of my employer". (You should be aware of your duty to act in good faith and in the best interests of your employer under English law. This duty of fidelity to the employer is a very strong legal obligation)
- Undertaking deliberate activities that waste staff effort or networked resources
- Introducing any form of malicious software into the corporate network

Responsible Use of Social Media

When posting on social media, students are required to:

- conduct themselves in a manner which demonstrates respect for Academy staff, fellow students and property, and for other members of the local community in general
- act in line with the Academy's Policy on Student Conduct and Discipline, which governs expectations of student conduct both online and offline
- ensure their posts do not raise any copyright or intellectual property issues or the other legal issues
- breach others' privacy through sharing or promoting private information, images or other content

- fraudulently assume the identity of another
- post or promote content which harasses, bullies or otherwise intimidates
- post or promote content intended to incite violence or hatred
- post or promote abusive content relating to an individual's sex, sexual orientation, religion or belief, race, pregnancy/maternity, marriage/civil partnership, gender reassignment, disability or age
- post or promote content threatening to cause harm
- use someone else's images or written content without permission and/or without acknowledgement
- repeatedly make unwanted or unsolicited contact with another person
- post or promote content which damages, or has the potential to damage, The JCB Academy's relationships with the local community or other bodies or organisations
- use The JCB Academy logo or any other Academy image or icon on personal social media sites
- use data obtained in the course of your Apprenticeship in any way which breaches the provisions of the Data Protection Act 1998

Remember you are personally responsible for what you communicate in social media. Often materials published will be widely accessible by the public and will remain accessible for a long time. If you are uncertain or concerned about the appropriateness of any statement or posting, you should discuss it with Director of Apprenticeships before making the post.

Contravention of the IT Policy

Contraventions of any of the above could seriously disrupt the operation of your employer or The JCB Academy and any breaches will be treated as misconduct and may result in your employer taking disciplinary action.

Signature: _____

Date: _____

Print Name: _____