

**2024**

**FAST FORWARD VOCATIONAL TRAINING**  
LTD

# **ICT ACCEPTABLE USE**



01482 460464

PREPARED BY:

CALLUM THOMPSON - HEAD OF CENTRE



ADMIN@RACEWAYTRAINING.CO.UK

REVIEW DATE: 4TH SEPTEMBER 2025

CONTENTS	2
SCOPE	3
RESPONSIBILITY	3
DIRECTOR'S RESPONSIBILITIES	3
ALL STAFF & STUDENT RESPONSIBILITIES	3
DSL RESPONSIBILITIES	4
MOBILE PHONE USE	4
SOCIAL MEDIA USE	4
E-MAIL USE	4-5
INTERNET USE	5-6
GOOD PRACTICE FOR STUDENTS & STAFF	6
PERSONAL USE OF THE INTERNET AND E-MAIL	6
CONDUCTING FINANCIAL ACTIVITIES ON THE INTRANET	6-7
CONSEQUENCES OF BREACHING THE STANDARDS LAID OUT IN THIS POLICY	7
GUIDANCE ON THE USE OF SOCIAL NETWORKING SITES	7
MONITORING & REPORTING	7-8
ANNUAL REVIEW TO STATEMENT	8

## **Internet and e-mail acceptable use policy for Pupils & Staff of Fast Forward Vocational Training Ltd.**

### **Scope**

This document provides the acceptable standards for use of the internet and e-mail by all students & staff. It applies to all pupils and all staff, whether employed by Fast Forward Vocational Training Ltd, working for Fast Forward Vocational Training Ltd or through 3<sup>rd</sup> party agencies.

### **Responsibilities**

#### **Director Responsibilities**

It is the responsibility of the Director to both adopt and review this policy on an annual basis and to implement any required changes.

It is the responsibility of the Director to publicise and make this policy available to all current and future students & staff, and to ensure that the standards within it are both monitored and enforced.

It is the responsibility of the Director to take corrective and disciplinary measures as are necessary when a breach of this standard occurs and to contact and co-operate with police and other law enforcement agencies where a breach of these standards constitutes a criminal act.

#### **All Staff & Student Responsibilities**

Students and staff must adhere to these standards in following circumstances:

- When working on FAST FORWARD. premises
- When using equipment and utilities (hardware, software or mail and internet access) provided by the Centre or the LA at home or other locations

The standards apply regardless of whether access occurs during or outside of contracted work hours.

Students & staff must alert the Director or a relevant senior member of staff where breach of these standards is suspected or known to have occurred. Failure to do so is also a breach of these standards.

We highlight the four Cs of online safety—Content, Contact, Conduct, and Contract—as part of our ICT Acceptable Use Policy to encourage responsible digital behaviour:

**Content:** Students should exercise caution while accessing or sharing information online, staying away from offensive, dangerous, or unlawful material.

**Contact:** Limit your interactions to people you can trust and report any unsolicited or questionable approaches. Never converse with strangers or provide personal information.

**Conduct:** Behave sensibly and politely when using the internet; abstain from harassing, cyberbullying, and other unethical actions that could endanger others.

**Contract:** To protect data, comply with privacy rules, abide by usage agreements, and be aware of the terms and conditions of digital services.

It is expected that all students follow these principles, to guarantee a secure and safe online environment for everyone.

### **DSL Responsibilities**

The DSL must ensure that all staff are trained in recognizing and reporting online safeguarding concerns and understand their obligations under the policy on how to handle potential problems.

It is the DSL's responsibility to keep accurate records of any instances pertaining to internet safety concerns or misuse of IT. These documents will contain information about incidents, the steps taken, and any necessary follow-up.

The DSL must also ensure that all records and reports are securely stored in line with GDPR.

### **Mobile Phone Use**

Whilst students may bring their mobile phone to the provision, they should not be used during session times to avoid disruption to the learning environment.

Phones may be allowed at certain points during session time with the permission of an instructor in instances of:

- Educational use for research or participating in online classroom activities
- Emergency situations with the approval of an instructor

### **Social Media Use**

When accessing social media at the provision, students are expected to:

- Exercise caution and good judgement by refraining from any form of cyberbullying, sharing of inappropriate content and trolling.
- Consider the impact of their online conduct on both themselves and the provision.
- Ensure boundaries are upheld for guidelines referring to communicating with peers and teachers through social media.

### **E-mail Use**

E-mail is provided for school business use and for educational and learning purposes, it is not a perquisite or a means of entertainment. Content of e-mails should be substantially related to school business or educational matters. E-mail should never be sent, forwarded or replied to where the content is Adult, explicitly offensive or otherwise inappropriate as specified in table 1.1 below.

Table 1.1 Inappropriate email content definitions.

<b>Abusive</b>	<b>Bullying</b>	<b>Defamatory</b>
<b>Disruptive</b>	<b>Harmful to school morale</b>	<b>Harassing</b>
<b>Insulting</b>	<b>Intolerant</b>	<b>Obscene</b>
<b>Offensive</b>	<b>Politically biased</b>	<b>Sexual innuendo</b>
<b>Violent</b>	<b>Threatening</b>	<b>Racist</b>
<b>Criminal or inciting criminal act(s)</b>		
<b>Prohibited material will include any material which may be construed as offensive on the grounds of gender, race, ethnic origin, disability, sexuality, religion, physical characteristics for trade union membership/office or any combination thereof.</b>		

## Internet Use

Access to the Internet is similarly provided for Centre business use and for educational and learning purposes. It is not a means of entertainment.

Sites visited should, be related to Centre matters.

Sites must not be accessed which contain inappropriate material as defined in table

Table 1.2 Inappropriate web content definitions.

Adult or explicit (including photo searches for such material)	Incitement (e.g. race hate or supremacist ideologies)	Chat rooms or Instant Messaging
Personal ads or dating	Criminal/Terrorist Skills or resources	Newsgroups & Forums
Downloads of ringtones, screensavers and games	Internet based Peer to Peer networks e.g. Napster, etc.	Downloads of freeware, shareware or evaluation packages (except by authorised persons designated by the Director and in compliance with copyright law)

Hacking, virus writing or password cracking	Illegal Drugs	Tasteless and offensive content such as, jokes, pictures or profanity
Gambling	Depiction or advocacy of violence, or the use of weapons	Purchasing of goods or services (except by authorised persons designated by the school)
Intolerance toward religious beliefs and practices		Accessing data that does not have the owner's permission to access

### **Good Practice for Students & Staff**

- Be extremely cautious about revealing any personal details, and never reveal home address or telephone number in e-mails to those you don't know.
- Do not to use other people's user identities (usernames) or passwords, even with their permission
- Do not allow others to use your username or password (on any system)
- Do not physically misuse any piece of ICT equipment
- If planning any activity (e.g. research into terrorism for a legitimate project) that might risk breaking this policy, students should ensure that at least one teacher of a relevant subject knows what is planned and has given advice.
- To report any breach (deliberate or accidental) of this policy to a Senior Member of Staff immediately - even if someone else breaches the policy, as it may affect younger students or visitors at a later time.
- Do not change or override security or access settings

### **Personal Use of the Centre's Internet and E-mail Provision**

The sending of e-mails that are wholly or substantially unrelated to the Centre's business, or educational matters should be restricted to out of hours and designated breaks.

Access to Internet web sites that are unrelated to the Centre's business, or educational matters should be restricted to out of hours and designated breaks.

Personal use of both e-mail and the Internet must not breach any of the definitions of inappropriate use as defined in this document.

### **Conducting Financial Activities on the Internet**

While this policy does not specifically ban the use of the Internet for conducting personal financial transactions e.g. E-banking, we warn against it. Residual information from such activities can be left on your computer hard drive and could subsequently be accessed by others. Neither the School nor the LA accept any liability for any resulting loss or damage.

### **Consequences of Breaching the Standards Laid out in this Policy**

The use of e-mail to send, view or store other inappropriate content (as defined in table 1.1) or provision of an e-mail address to a 3<sup>rd</sup> party with the intention of receiving inappropriate content will constitute misconduct or gross misconduct.

Deliberate access to inappropriate web content (as defined in table 1.2) may constitute misconduct or gross misconduct.

Deliberate and repeated access to such material will constitute gross misconduct. The use of e-mail or the Internet for the preparation, commission or abetting of a criminal act will constitute gross misconduct.

We will not allow any kind of intimidation, harassment, or harm that is directed against other people via digital channels, such as emails, messaging apps, or social media. It is required of all users to communicate in a responsible and courteous manner. Discipline up to and including the suspension of ICT rights and possible legal repercussions are possible for violations.

### **Guidance on the use of Social Networking sites (e.g. Facebook, My Space) on staff's personal computers**

**Do not use such sites to have any contact with students.**

- These sites are unregulated
- Examples of difficulties they can cause staff include
- Content being downloaded, amended to give it a spin and then “published”. Most students are more adept at both using and misusing ICT than many of us
- Contact being used as evidence of “grooming”
- It makes no difference who initiated the contact
- “My Classes” is a regulated and transparent site for appropriate contact with students about homework, coursework etc. ICT Technicians can help you to set up a blog on “My Classes”.

**Be very mindful of personal information you make available on such sites**

- Any information you place on such sites is in the public domain
- Your name may be sufficient for you to be identified as a tutor. A picture will be conclusive.
- You must be certain that any personal information divulged will not compromise your professional status as a teacher or as a member of staff at the Centre. Some

students and parents will exploit any signs of “weakness” you make available to them.

- You must be aware that you can harm the public image of the Centre without mentioning it by name. Your status as an employee at the Centre will be sufficient.


**You should not publish any information/pictures about the Centre, or which could be linked to the Centre.**

- Under the Centre’s Disciplinary Procedures “Actions which could damage the public image of the Centre” could constitute gross misconduct.

### **Annual Review to Statement**

The policy of ICT will be reviewed in accordance with the Centre improvement plan in consultation with staff.





**FAST FORWARD VOCATIONAL TRAINING**  
LTD

Providing a safe, exciting and  
engaging opportunity for young  
people to achieve.

In partnership with TeamSport Indoor karting

***TeamSport***  
**...E KARTING**

---

119 - 121 Wincolmlee  
Hull  
HU2 8AH

01482 460464

