



Get
autism
working

ICT & Internet Acceptable Use Policy

1. Introduction and aims

Information and Communications Technology (ICT) is an integral part of the way CareTrade and The Autism Project (TAP) work. It is a critical resource for students, staff, trustees, volunteers and visitors. It supports our teaching and learning, pastoral and administrative functions.

However, the ICT resources and facilities we use also pose risks to data protection, online safety and safeguarding.

This policy aims to:

- a. Set guidelines and rules on the use of CareTrade's ICT resources for staff, students, clients, parents and trustees
- b. Establish clear expectations for the way all members of the CareTrade community engage with each other online
- c. Support CareTrade's policies on data protection, online safety and safeguarding
- d. Prevent disruption to CareTrade through the misuse, or attempted misuse, of ICT systems
- e. Support The Autism Project in teaching students safe and effective internet and ICT use

This policy covers all users of CareTrade and The Autism Project (TAP) ICT facilities, including trustees, staff, students, clients, volunteers, contractors and visitors.

Breaches of this policy may be dealt with under our disciplinary, behaviour and conduct policies.

NOTE: - All references to CareTrade in this policy herein include The Autism Project and any other programmes or services CareTrade provides.

2. Definitions

- a. **'CareTrade community'**: includes trustees, staff, volunteers, students, participants, clients, student's parents/carers, and visitors.
- b. **"ICT resources and/or facilities"**: includes all facilities, systems and services including but not limited to **network infrastructure, desktop computers, laptops, tablets, phones, music players or hardware, software, websites, web applications or services**, and any device system or service which may become available in the future which is provided as part of the ICT service
- c. **"Users"**: anyone authorised by CareTrade to use the ICT facilities, including governors, staff, students, volunteers, contractors and visitors
- d. **"Personal use"**: any use or activity not directly related to the users' employment, study or purpose
- e. **"Authorised personnel"**: employees authorised by CareTrade to perform systems administration and/or monitoring of the ICT facilities.
- f. **"Materials"**: files and data created using the ICT facilities including but not limited to documents, photos, audio, video, printed output, web pages, social networking sites, and blogs

3. Unacceptable use

The following is considered unacceptable use of CareTrade's ICT facilities by any member of the CareTrade community. If connecting a personal mobile phone or laptop to CareTrade's Wi-Fi/ICT network, this policy applies also.

Any breach of this policy may result in disciplinary or behaviour proceedings (see section 3.2 below).

Unacceptable use of CareTrade's ICT facilities includes:

- Using CareTrade's ICT facilities to breach intellectual property rights or copyright
- Using CareTrade's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching CareTrade's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate (eg. Terrorism or Radicalisation)
- Activity which defames or disparages CareTrade, or risks bringing CareTrade into disrepute
- Sharing confidential information about CareTrade, its students, or other members of CareTrade community
- Connecting any removable device (ie USB stick or removable hard drive) to CareTrade's ICT network is prohibited without written approval from authorised personnel
- Setting up any software, applications or web services on CareTrade's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to CareTrade's ICT facilities
- Causing intentional damage to ICT facilities
- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language
- Promoting a private business, unless that business is directly related to CareTrade
- Using websites or mechanisms to bypass CareTrade's filtering mechanisms

This is not an exhaustive list. CareTrade reserves the right to amend this list at any time. The Head of Education & Learning will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of CareTrade's ICT facilities.

3.1 Exceptions from unacceptable use

Where the use of CareTrade's ICT facilities is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be sort by emailing the Head of Education & Learning and the CEO detailing the specific circumstances. Their approval is needed in writing and will be time limited. All exceptional use requests are logged.

3.2 Sanctions

Students and staff who engage in any of the unacceptable activity listed above may have to return loaned CareTrade ICT equipment immediately and may face disciplinary action in line with CareTrade's disciplinary, behaviour and conduct policies.

4. Staff (including trustees, volunteers, and contractors)

4.1 Access to CareTrade's ICT facilities and materials

CareTrade's ICT Manager manages access to CareTrade's ICT facilities and materials for CareTrade staff. That includes, but is not limited to:

- Computers, tablets and other devices
- Access permissions for certain programmes or files

Staff will be provided with unique log-in/account information and passwords that they must use when accessing CareTrade's ICT facilities.

Staff who have access to files they are not authorised to view or edit, or who need their access permissions updated or changed, should contact the CEO.

4.1.1 Use of phones and email

- a. CareTrade provides each member of staff with an email address and a mobile phone.
- b. This email account should be used for work purposes only.
- c. All work-related business should be conducted using the email address CareTrade has provided.
- d. Staff must not share their personal email addresses with students, clients, parents or carers and must not send any work-related materials using their personal email account.
- e. Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.
- f. Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.
- g. Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.
- h. If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.
- i. If staff send an email in error which contains the personal information of another person, they must inform the ICT Manager immediately and follow our data breach procedure.

- j. Staff must use mobile phones provided by CareTrade to conduct all work-related business. They must ensure the phone is charged and they are available on that number in work hours. CareTrade phones should not be used for personal matters.
- k. Staff must not give their personal phone numbers to students, clients or parents/carers.
- l. Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use as set out in section 3.
- m. If you record calls, callers **must** be made aware that the conversation is being recorded and the reasons for doing so.
- n. Staff who would like to record a phone conversation should speak to the Head of Education & Learning or the CEO.
- o. All non-standard recordings of phone conversations must be pre-approved, and consent obtained in writing from all parties involved. Example situations are:-
 - a. Discussing a complaint raised by a parent/carer or member of the public
 - b. Calling parents to discuss behaviour or sanctions
 - c. Taking advice from relevant professionals regarding safeguarding, special educational needs assessments, etc.

4.2 Personal use

Staff are permitted to use CareTrade ICT facilities for personal use subject to certain conditions set out below. Personal use of ICT facilities must not be overused or abused. The ICT Manager or CEO may withdraw permission for it at any time or restrict access at their discretion.

Personal use is permitted provided that such use:

- a. Does not take place during contact time/teaching hours/non-break time
- b. Does not constitute 'unacceptable use', as defined in section 3
- c. Takes place when no students, participants or clients are present
- d. Does not interfere with their jobs, or prevent other staff or students/participants from using the facilities for work or educational purposes

Staff are advised not to store personal non-work-related information or materials (such as music, videos, or photos) on CareTrade's ICT facilities.

Staff should be aware that use of CareTrade's ICT facilities for personal use may put personal communications/materials within the scope of CareTrade's ICT monitoring activities (see section 4.5) and are subject to 'unacceptable use' as defined in section 3. Where breaches of this policy are found, disciplinary action may be taken.

Staff should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance putting personal details in the public domain, where students and parents could see them.

Staff should take care to follow CareTrade's guidelines on social media (see 4.2.1) and use of email (see section 4.1.1) to protect themselves online and avoid compromising their professional integrity.

4.2.1 Personal social media accounts

Members of staff should ensure that their use of social media, either for work or personal purposes, is appropriate at all times. Staff must not accept friend requests from pupils on social media.

4.3 Remote access

All staff have Office 365, which enables them to access their outlook and SharePoint from anywhere.

All staff who need regular access remotely will be issued with a CareTrade laptop.

Accessing work emails and SharePoint from a non-CareTrade issued device should only be used in an emergency situation and must always be reported to your line-manager and the ICT manager, stating time/s and reasons in actual time.

When accessing CareTrade information on a non-CareTrade device extra care must be taken. It is the staff member's personal responsibility to guarantee that:

- a. No one else can view or access, or accidentally access CareTrade information
- b. Should you leave the device for even a moment you log-out of your Office 365 account
- c. No data is downloaded onto the local or removable device - this is strictly prohibited
- d. You have logged reasons with your line-manager and the ICT manager as soon as possible and contacted Premier Choice to get any problems with CareTrade issued device resolved.

Staff accessing CareTrade's ICT facilities and materials remotely must abide by the same rules as those accessing the facilities and materials on-site.

Staff must be particularly vigilant if they use CareTrade's ICT facilities outside CareTrade and take such precautions as the ICT Manager may require from time to time against importing viruses or compromising system security.

Our ICT facilities contain information which is confidential and/or subject to data protection legislation. Such information must be treated with extreme care and in accordance with our data protection policy.

4.4 School social media accounts

CareTrade has an official Facebook, Twitter and Instagram pages, managed by The Development Director. Staff members who have not been authorised to manage, or post to, the account, must not access, or attempt to access the account.

CareTrade has guidelines for what can and cannot be posted on its social media accounts. Those who are authorised to manage the account must ensure they abide by these guidelines at all times.

4.5 Monitoring of CareTrade network and use of ICT facilities

CareTrade reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- a. Internet sites visited
- b. Bandwidth usage
- c. Email accounts
- d. Telephone calls
- e. User activity/access logs
- f. Any other electronic communications

- g. Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.

CareTrade monitors ICT use in order to:

- a. Obtain information related to school business
- b. Investigate compliance with school policies, procedures and standards
- c. Ensure effective school and ICT operation
- d. Conduct training or quality control exercises
- e. Prevent or detect crime
- f. Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

5. Students participants and clients with access to CareTrade ICT

This applies to all those with:-

- a CareTrade email address,
- loaned CareTrade ICT equipment and or
- access to CareTrade ICT equipment or CareTrade Wi-Fi.

5.1 Access to ICT facilities

The following ICT facilities may be available to students:-

- a. Computers and equipment in CareTrade's training/class rooms are usually only available to students and clients under the supervision of staff.
- b. On occasion students and clients can use the computers in CareTrade buildings independently for education/training/job-research purposes only
- c. Students and clients will be provided with a CareTrade email account if required, which they can access from any 'student designated' device. Passwords to CareTrade email accounts must not be shared.
- d. Students and clients that don't have access to a mobile phone or computer at home can request to loan a device for use at home to facilitate their learning and job search. Subject to signing our ICT acceptable use agreement.
- e. Loaned devices must be returned when the student/client has completed the CareTrade project they are attending, or sooner if requested by CareTrade staff.

5.2 Search and deletion

CareTrade has the right to check all devices owned by them and will run spot checks.

CareTrade can, and will, delete files and data found on searched devices if we believe the data or file has been, or could be, used to disrupt teaching or break CareTrade's rules.

5.3 Unacceptable use of ICT and the internet

CareTrade will sanction students, in line with the Behaviour Policy, if a student engages in any unacceptable use as detailed in Section 3 of this Policy.

6. Parents/Carers and Visitors

6.1 Access to ICT facilities and materials

Parents/carers and visitors do not have access to CareTrade's ICT equipment. If access is needed, it must be fully supervised by a member of staff at all times.

Parents/carers and visitors may access CareTrade Wi-Fi whilst on CareTrade premises using **our guest password**.

Staff should ensure parents/carers and visitors have signed the visitor book and make them aware that when using our Wi-Fi they are agreeing to our rules as stated in Section 3 of this Policy (printed sheet available) before giving out the Wi-Fi guest password.

6.2 Communicating with or about CareTrade online

Parents and Carers play a vital role in helping model this behaviour for their young people, especially when communicating with CareTrade through our website and social media channels.

CareTrade respectfully ask parents/carers to support us in following the rules in this policy as per Section 3.

7. Data security

CareTrade takes steps to protect the security of its computing resources, data and user accounts. However, CareTrade cannot guarantee security.

Staff, students, participants, and others who use CareTrade's ICT facilities should use safe computing practices at all times.

7.1 Passwords

- a. All users of CareTrade's ICT facilities should set strong passwords for their accounts and keep these passwords secure.
- b. Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.
- c. Members of staff who disclose account or password information may face disciplinary action.
- d. Students, participants or volunteers who disclose account or password information may have their access rights revoked.

7.2 Software updates, firewalls, and anti-virus software

All of CareTrade's ICT devices that support software updates, security updates, and anti-virus products will be configured to perform such updates regularly or automatically.

Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and CareTrade's ICT facilities.

Any personal devices using CareTrade's network must all be configured in this way.

7.3 Data protection

All personal data must be processed and stored in line with data protection regulations and CareTrade's Data Protection Policy.

7.4 Access to facilities and materials

All users of CareTrade's ICT facilities will have clearly defined access rights to CareTrade's systems, files and devices. These access rights are managed by the ICT Manager.

Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something a user should not have access to is shared with them, they should alert their Line Manager and the ICT Manager immediately.

Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed down completely at the end of each working day.

7.5 Encryption

CareTrade ensures that its devices and systems have an appropriate level of encryption.

Staff should only use CareTrade devices when accessing CareTrade emails and data. Personal data (ie student information) must not be downloaded on to external or personal devices (ie. computers, USB sticks or hard drives) under any circumstances.

In exceptional circumstances (ie for training) downloading of non-sensitive CareTrade information to an encrypted USB stick or hard drive may be permissible with the express authorisation from your line manager. This authorisation is specific and time-limited and must be in writing.

Use of personal devices to access CareTrade emails and SharePoint will only be authorised if the devices have appropriate levels of security and encryption, as defined by the ICT Manager. Permission must be sought and granted in advance and be in writing.

8. Internet access

CareTrade wireless internet (Wi-Fi) connection is secured. We use Sophos to filter some websites, such as those that are pornographic, offensive, obscene or otherwise inappropriate (e.g. promote Terrorism or Radicalisation). However it should be noted filters aren't full-proof.

Any inappropriate sites identified should be reported to the staff member present, who will report it to the Head of Education & Learning, immediately. This will then be added to our Sophos black list.

CareTrade believes the best way support our students/clients to be safe now and in the future is to teach and advise students/clients how to be responsible and appropriate online. Given their ages, we do not block websites that have educational value or common social media platforms, such as facebook, Instagram, youtube.

8.1 Students, participants, parents/carers and visitors

Students/clients, parents/carers and other visitors may access CareTrade Wi-Fi whilst on CareTrade premises using our guest password. This is regularly changed and can be requested when you sign in. Please refer to **sections 5 and 6 in this policy.**

Staff must not give the staff Wi-Fi password to anyone who is not authorised to have it. Doing so could result in disciplinary action.

9. Monitoring and review

The Head of Education & Learning and the ICT Manager monitor the implementation of this policy, including ensuring that it is updated to reflect the needs and circumstances of CareTrade.

This policy will be reviewed every year.

The Educational Advisory Panel and the Trustee Board are responsible for approving this policy.

10. Related policies

This policy should be read alongside CareTrade's policies on: Safeguarding, Behaviour, Disciplinary, Data Protection, Online Safety and Remote Learning.

11. Relevant legislation and guidance

This policy refers to, and complies with, the following legislation and guidance:

- [Data Protection Act 2018](#)
- [The General Data Protection Regulation](#)
- [Computer Misuse Act 1990](#)
- [Human Rights Act 1998](#)
- [Education Act 2011](#)
- [Freedom of Information Act 2000](#)
- [The Education and Inspections Act 2006](#)
- [Keeping Children Safe in Education 2020](#)
- [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#)

12. Contact Details

ICT Manager
Head of Education & Learning
CEO

Karen.Edwards@caretradeuk.org
Mark.Finch@caretradeuk.org
Karen.Edwards@caretradeuk.org

IT support provided by Qlic IT 020 8269 6878 support@qlicit.com



Acceptable use of CareTrade’s ICT facilities and internet: Agreement for clients/participants

FULL NAME: PLEASE PRINT

When using CareTrade’s Information and Communications Technology (ICT) facilities and accessing the internet on a CareTrade device, whether on CareTrade premise or otherwise, I will:

1. Not Share my passwords with anyone
2. Not Log in to CareTrade’s network using someone else’s details
3. Not Use without a staff member’s permission
4. Not leave a device unattended without locking it or signing out first
5. Not leave a device unattended outside of my home or CareTrade training room
6. Not Use them for a non-educational or non-employment related purposes
7. Not Use them to break CareTrade rules (as attached and as ICT & Internet Acceptable Use Policy)
8. Not Access any inappropriate websites or inappropriately use any websites or social media/networks that would contravene CareTrade rules
9. Not Use any inappropriate language when communicating online, including in emails

- I will take good care of any device or equipment loaned to me and should it be accidentally damaged or lost will report this immediately to a member of CareTrade staff.
- I will immediately let a member of staff know if I find any material which might upset, distress or harm me or others. If I think or have inadvertently opened a spam email, I will not forward it to anyone and I will report it to a member of CareTrade staff immediately.
- I will always use CareTrade’s ICT systems and internet responsibly.
- I understand that CareTrade can discipline me if I do certain unacceptable things online, when using a CareTrade device (even if not at CareTrade premises) or accessing CareTrade’s wifi, when I do them.
- I understand that CareTrade will monitor the websites I visit and my use of CareTrade’s ICT facilities and systems.

Please note that: If you are on a work placement, you should also abide by the policies of the employer. This document may be shared with the employer.

Signed (client/participant):

Date:

CareTrade Email Address if applicable

Laptop Code if applicable

Date/s of issue

Other

Issued by: STAFF Name

Staff signature



Acceptable use of CareTrade's ICT facilities and internet: agreement for The Autism Project (TAP) students

FULL NAME:

When using CareTrade's Information and Communications Technology (ICT) and accessing the internet on a CareTrade device, whether on CareTrade premise or otherwise, I will:

1. Not Share my passwords with anyone other than a TAP member of staff
 2. Not Log in to CareTrade's network using someone else's details
 3. Not Use without a staff member's permission
 4. Not leave a device unattended without locking it or signing out first
 5. Not leave a device unattended outside of my home or CareTrade training room
 6. Not Use them for a non-educational or non-employment related purposes
 7. Not Use them to break CareTrade rules (as attached and as ICT & Internet Acceptable Use Policy, Section 3)
 8. Not Access any inappropriate websites or inappropriately use any websites or social media/networks that would contravene CareTrade rules
 9. Not Use any inappropriate language when communicating online, including in emails
- I will take good care of any device or equipment loaned to me and should it be accidentally damaged or lost will report this immediately to a member of CareTrade staff.
 - I will immediately let a member of staff know if I find any material which might upset, distress or harm me or others. If I think or have inadvertently opened a spam email, I will not forward it to anyone and I will report it to a member of CareTrade staff immediately.
 - I will always use CareTrade's ICT systems and internet responsibly.
 - I understand that CareTrade can discipline me if I do certain unacceptable things online, when using a CareTrade device (even if not at CareTrade premises) or accessing CareTrade's wifi, when I do them.
 - I understand that CareTrade will monitor the websites I visit and my use of CareTrade's ICT facilities and systems.

Please note that: If you are on a work placement, you should also abide by the policies of the employer. This document may be shared with the employer.

Signed (student):

Date:

CareTrade Email Address if applicable

Laptop Code if applicable

Date/s of issue

Other

Issued by: STAFF Name

Staff signature



Acceptable use of CareTrade's ICT facilities and internet:

Agreement for staff and volunteers

STAFF/VOLUNTEER NAME:

PLEASE PRINT

I confirm I have read CareTrade's ICT & Internet Acceptable Use Policy and agree to the conditions within it.

When using CareTrade's Information and Communications Technology (ICT) and accessing the internet on a CareTrade device, whether on CareTrade premise or otherwise, I will NOT:

1. Share my passwords with others or log in to CareTrade's network using someone else's details
 2. Leave my devices unattended without locking or signing out first
 3. Leave a device unattended outside of my home or CareTrade premises
 4. Install any unauthorised software, or connect unauthorised hardware or devices to CareTrade's network
 5. Use them in any way which could harm CareTrade's reputation
 6. Access, modify or share data I'm not authorised to access, modify or share
 7. Break CareTrade rules (as set out in ICT & Internet Acceptable Use Policy)
 8. Access any inappropriate websites or inappropriately use any websites or social media/networks that would contravene CareTrade rules
 9. Use any inappropriate language when communicating online, including in emails or other messaging services
 10. Share confidential information about CareTrade, its students, staff, or other members of the community
 11. Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
 12. Give out my personal contact details (email, mobile, phone, address, social media) to students/participants/clients or parents/carers or accept social media (eg. Facebook) invites from them
 13. Promote private businesses, unless that business is directly related to CareTrade
- I understand that CareTrade will monitor the websites I visit and my use of CareTrade's ICT facilities and systems.
 - I will take good care of any device or equipment loaned to me and should it be accidentally damaged, lost or stolen will report this immediately to my line manager and the ICT Manager.
 - I will take all reasonable steps to ensure that work devices are secure and password-protected when using them when not on CareTrade premises, and keep all data securely stored in accordance with this policy and CareTrade's data protection policy.
 - I will let the Designated Safeguarding Lead (DSL) know if a student/participant informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

- I will always use CareTrade's ICT systems and internet responsibly, and ensure that students in my care do so too.
- I will ensure my work mobile phone is kept charged and that I am contactable at all times during my contracted hours within reason (ie. during meetings).

Signed (staff/volunteer):

Date:

PLEASE COMPLETE SECTIONS BELOW AS APPLICABLE

CareTrade Mobile Number

CareTrade Mobile IEMI number

CareTrade Email Address

Access to other CareTrade email inboxes

Laptop Code for Laptop kept at HOME

Date/s of issue

Laptop Code for Laptop kept at CareTrade Premises

Date and where usually kept

Other CareTrade equipment at HOME (ie chair, laptop stand....)

Line Managers Name

LM signature

Extract from ICT and Internet Acceptable Use Policy

3. Unacceptable use

The following is considered unacceptable use of **CareTrade's Information and Communications Technology (ICT)** by **any member of the CareTrade community**. Please note that if connecting a personal mobile phone or laptop to CT wifi (ICT network) then these rules must also be followed.

Any breach of this policy may result in disciplinary or behaviour proceedings.

Unacceptable use of CareTrade's ICT facilities includes:-

1. Using CareTrade's ICT facilities to breach intellectual property rights or copyright
2. Using CareTrade's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
3. Breaching CareTrade's policies or procedures
4. Any illegal conduct, or statements which are deemed to be advocating illegal activity
5. Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate (eg. Terrorism or Radicalisation)
6. Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)
7. Activity which defames or disparages CareTrade, or risks bringing CareTrade into disrepute
8. Sharing confidential information about CareTrade, its students, or other members of CareTrade community
9. Connecting any removable device (ie USB stick or removable hard drive) to CareTrade's ICT network without approval from authorised personnel is prohibited
10. Setting up any software, applications or web services on CareTrade's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
11. Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
12. Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to CareTrade's ICT facilities
13. Causing intentional damage to ICT facilities
14. Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel
15. Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
16. Using inappropriate or offensive language
17. Promoting a private business, unless that business is directly related to CareTrade
18. Using websites or mechanisms to bypass CareTrade's filtering mechanisms

This is not an exhaustive list. CareTrade reserves the right to amend this list at any time. The Head of Education & Learning will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of CareTrade's ICT facilities.