

Acceptable Use of Technology & WiFi Policy Visitor Guidance

KITE College is a professional organisation with responsibility for safeguarding, all visitors who are expected to use KITE College IT systems in a professional, lawful, and ethical manner. To ensure that all visitors understand their professional responsibilities when using technology and provide appropriate curriculum opportunities for learners, they are asked to read the following guidance.

Our AUP is not intended to unduly limit the ways in which visitors use technology professionally, or indeed how they use the internet personally, however the AUP will help ensure that all visitors to understand KITE College expectations regarding safe and responsible technology use and can manage the potential risks posed. The AUP will also help to ensure that KITE College systems are protected from any accidental or deliberate misuse which could put the safety and security of our systems or members of the community at risk.

This AUP applies to my use of technology systems and WiFi and services provided to me or accessed as part of my role within KITE College both professionally and personally. This may include use of laptops, mobile phones, tablets, digital cameras, and email as well as IT networks, data and data storage and online and offline communication technologies.

KITE College Acceptable Use of Technology Policy (AUP) should be read and followed in line with the College's Staff Code of Behaviour policy.

This AUP does not provide an exhaustive list; all visitors should ensure that technology use is consistent with the KITE College ethos, KITE College behaviour and safeguarding policies, national and local education and child protection guidance, and the law.

KITE College provides Wi-Fi for KITE College community and allows access for education/professional use only.

- I am aware that KITE College will not be liable for any damages or claims of any kind arising from the use of the wireless service. KITE College takes no responsibility for the security, safety, theft, insurance, and ownership of any device used within KITE College premises that is not the property of KITE College.
- KITE College reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
- KITE College owned information systems, including Wi-Fi, must be used lawfully; I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I will take all practical steps necessary to make sure that any equipment connected to KITE College service is adequately secure, such as up-to-date anti-virus software, systems updates.
- KITE College wireless service is not secure, and KITE College cannot guarantee the safety of traffic across it. Use of KITE College wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. I confirm that I knowingly assume such risk.
- KITE College accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed via KITE College wireless service's connection to the internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other internet-borne programs is my sole responsibility; and I indemnify and hold harmless KITE College from any such damage.
- I will respect system security; I will not disclose any password or security information that is given to me. To prevent unauthorised access, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will ensure that any personal data is kept in accordance with the Data Protection legislation, including GDPR in line with KITE College information security policy.
- I will not attempt to bypass any of KITE College security and filtering systems or download any unauthorised software or applications.
- My use of KITE College Wi-Fi will be safe and responsible and will always be in accordance with KITE College AUP and the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
- I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring KITE College into disrepute.
- I will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead/Principal as soon as possible.

- If I have any queries or questions regarding safe behaviour online, I will discuss them with Designated Safeguarding Lead/Principal/Chair of Trustees.