



L & E Education Limited: Acceptable Use of IT Policy

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Policy	001	01.05.24	30.04.25	L Morton

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Positional Statement and Scope

L & E Education Limited are keen to promote the positive, safe and inclusive use of Information Technology in the teaching, delivery and innovation of wider L & E Education Limited initiatives.

This policy extends to all staff, learners, volunteers, visitors or partners of the Football Family. The provisions and guidelines set out therein must always be adhered to, this policy requires the safe and legal use of information technology by L & E Education Limited and its carefully selected partners. Breaches of this policy will not be tolerated, and any staff member, learner, volunteer, visitor or partner found to be in breach will be subject to disciplinary action where appropriate and in more severe cases, legal action may be taken.

In addition to the broad use of the internet, this policy also includes the use of company email, mobile phones, laptops, tablets and all other company owned electronic devices that have the capability to be connected to the internet.

Unacceptable Use

Items that are connected to the company network and company owned devices that are connected are covered by this policy and other relating policies. Neither the company network or company owned devices may be used directly or indirectly at any time to download, create, share, manipulate or store:

- Content that is discriminatory based on race, gender, religion or belief, disability, age, sexual orientation or any other protected characteristic;
- Content that is offensive or obscene, including indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
- Spam / unsolicited emails
- Content that blatantly infringes the privacy rights of any first, second or third party;
- Any content that is unlawful;
- Content that is intended to defraud or deceive;
- Content that is defamatory, threatening or discriminatory;
- Extremist content or content that is intended to radicalise others
- Intentionally wasting staff / learner / volunteer time

Acceptable Use of IT Policy

- Corrupting, altering or disposing of data without permission
- Actions that are considered as bullying or harassment
- Downloading unauthorised content and third-party applications
- Facilitating or undertaking hacking activities.

Breach of Policy

Any staff member, learner, volunteer, visitor or partner found to be in breach will be subject to disciplinary action where appropriate and in more severe cases, legal action may be taken. External organisations such as social services will be involved in instances whereby learners are directly affected.

Policy Reviews

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: info@le-education.co.uk