IT SYSTEMS ACCEPTABLE USE POLICY & PROCEDURE

1) **Policy Statement**

It is very unlikely that you will use a computer or device owned or controlled by ETT however, this policy sets out how we expect you to use IT systems as part of your apprenticeship

2) **E-mail**

   a) All learners must use e-mail appropriately and be mindful of the content of any e-mails or information they send or forward on. It is not acceptable to use work E-mail systems for unofficial or inappropriate purposes, including but not limited to:

      i) any messages that could constitute bullying, harassment or other detriment;

      ii) personal use (e.g. personal messages, jokes, cartoons, chain letters or other private matters);

      iii) accessing or transmitting pornography;

      iv) posting confidential information about other employees, the Organisation or its customers or suppliers.

3) **Social Media**

   a) ETT actively promotes the responsible use of Social Media as it can be a fantastic means of communication and learning when used responsibly. Your company will have their own policy relating to Social Media however Engineering Trust Training will not tolerate the misuse or inappropriate use of social networking sites.

   b) You may come across negative or disparaging remarks about yourself on social media. We encourage you to not respond and block/mute any account which does this. If the user is known to you and either another ETT apprentice, a college student or an employee of your company we insist you report it to ETT immediately so we can deal with the matter.

   c) Be conscious when you post and if ever in doubt, do not post.

4) **Smart Assessor**

   a) Smart Assessor is the online platform which is used for you to document evidence towards your apprenticeship and you are expected to engage with this system on a consistent basis.

   b) Smart Assessor includes a Virtual Learning Environment which will provide you with a suite of courses made available to you as appropriate which will be discussed with you with your Training Officer.

   c) You will be issued with an account when you start your apprenticeship. You must;

      i) Create a password and keep it safe and secure at all times.

      ii) Do not allow any other user to use a machine that is logged into Smart Assessor under your name.

      iii) Do not use any ID which is not your own.

      iv) You must take care not to leave computers/mobile devices logged onto Smart Assessor under your user ID.