



# LEICESTER TIGERS Foundation

## Policy Review Record

This policy relates to all members of staff under the governance of the Leicester Tigers Foundation.

Policy Name: Use of computers, confidentiality, the internet and social utility sites

Date policy written/amended	Amended/written by	Authorised by	Next review due
November 2020	Sam Swift	Sam Swift	November 2021
September 2021	Sam Swift	Scott Clarke	September 22
January 2023	Sam Swift	Sam Swift	January 23

## Use of Computers, Mobile Phones, Confidentiality, the Internet and social utility sites

Young people's privacy is respected, their dignity encouraged and information confidentially handled. Staff and young people are kept safe and identities are protected.

The Leicester Tigers Foundation will take positive steps to protect the confidentiality of information stored on computer and to prevent unauthorised access and inappropriate use.

Due to the sensitive nature of the work we undertake, we need to protect ourselves personally, as well as the company and our young people.

The Foundation will provide children and young people with computers, printers and access to the internet. These facilities will not be abused, and the child or young person's and welfare is paramount. The Foundation will ensure children and young people are safeguarded.

### What we do

Computer users will:

- Take appropriate measures to eliminate unauthorised access to the computer at the time of logging on by enabling the security features available with the machine.
- Enable the computer's screen save facility so that the screen is blanked at regular intervals which reflect the amount of passing people.
- Never leave sensitive or confidential material on their screen when the computer is unattended.
- Ensure the computer screen is not easily visible to visitors.
- Delete information once details have been printed if not required to be kept in dedicated files on the computer.



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### Social Networking sites

- All employees must not use a computer to access any social networking sites during contact time with a young person or at any time during their working hours.
- All employees who use such sites out of work time should not disclose any information relating to their place of employment. This includes entering the company's name on your profile information. There should be no mention of any matters related to work, i.e., situations that have occurred, names of houses, names of staff members, names of young people, etc on any employee's home page. There should be no mention of work related issues whatsoever. To do otherwise will be in breach of confidentiality in addition to failure to follow to instruction.
- Young people within our education should not be encouraged to access such sites. If a young person visits such a site in your company you should not take part in such activity and must record that the young person has accessed such a site in the young person's daily log. If a young person has been granted permission to use such a site they need to be supervised during this time.
- All employees should never accept or instigate any contact on any such sites, including emails from the young people within our education, either presently or historically. Any such attempts at making contact with you should be immediately reported to your line manager.

We are encouraging all employees to be very aware that such social utility sites leave individuals vulnerable to the disclosure of personal information and therefore we are reminding everyone that they should use such sites with care and attention relating to who they make contact with.

### The Foundation staff must ensure:

- Young people are supervised when using IT Equipment.
- Computer equipment is looked after and any faults are reported straight away.
- Computers and printers are switched off when not in use.
- Young people share the facilities and take into account the needs of others.
- Staff and young people handle the equipment gently.
- Nobody eats or drinks in close proximity to the equipment.
- Young people don't send abusive, threatening or intimidatory e-mails or messages to anyone.
- Young people don't download files etc... without permission.
- Young people don't access illegal pornographic material.
- Young people don't tamper, try to repair, or relocate any equipment.

This Policy will be reviewed annually or sooner if Risk Assessments raise concerns.

This policy is use in conjunction with the companies ICT agreement.



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### **Mobile Phones**

- Mobile phones are not to be used for any purpose other than for study whilst in the classroom environment.
- Relevant websites can be utilised to benefit learning, whilst securely logged into the 'Education' wifi which has been appropriately filtered.
- Failure to adhere to this policy may result in the disciplinary action (see disciplinary policy) or a ban/hand over of mobile phones, whilst in the classroom.