

Digital Communication Policy

Policy adopted by LOETB Board
on 8 December 2020

Introduction

This policy applies to all technology administered by LOETB and is applicable to LOETB owned computers and devices, connected by wire or wireless to LOETB's network, and to computers and devices that connect remotely to LOETB's network services. This also applies to personally owned devices when using LOETB's network resources. LOETB may supplement or modify this policy for users in certain roles.

Purpose

Usage of LOETB resources is a privilege that is extended to, but not limited to employees (both full and part time), contractors, interns, partners and/or consultants, external individuals and organisations, to be referred to as "Users". As a user of these services and facilities, you have access to valuable organisational resources, to sensitive and critical data, and to internal and external networks. Consequently, it is important for all users to act in a responsible, ethical and legal manner.

In general, acceptable use shall be taken to mean respecting the rights of other digital users, the integrity of physical and digital assets, pertinent license and contractual agreements, and where applicable, maintaining compliance with legal and regulatory requirements.

Scope

Computing resources include all LOETB's owned, licensed, or managed hardware and software, and use of LOETB's network via a physical or wireless connection, regardless of the ownership of the device connected to the network.

Legal and Regulatory Compliance

As a user of LOETB's computing resources, you are expected to act lawfully in the use of these computer resources at all times and in all locations. All users of LOETB's computer resources should ensure that they are fully aware of and understand any of the relevant legislation applicable to IT systems or data, assigned to them in all locations.

As part of the above, a user of LOETB's computing and network resources shall:

- Not engage in activity through any technology medium that may harass, threaten or abuse others.
- Not intentionally access, create, store or transmit material that LOETB may deem to be offensive, indecent or obscene, or which may be illegal.
- Abide by all applicable copyright laws and licenses.

LOETB may have entered into legal agreements or contracts with providers of software and network resources, which require individuals using them to comply with those agreements.

Digital Communication Guidelines

Internet Acceptable Use

To ensure the proper use of the Internet, intranets, extranets, the Web and Internet based resources (to be referred to as the "Internet" by LOETB "Users". This policy applies to any use of the "Internet" from any corporate network(s) or computing

devices, including mobile devices, provided by LOETB. It also applies to an employee's personal use of the Internet.

Email

To ensure the proper use of e-mail by LOETB “Users”. E-mail users must follow the same code of conduct expected in any other form of written or face-to-face business communication and have a responsibility to use email in an efficient, effective, ethical and lawful manner.

Passwords

Passwords are an important part of LOETB’s efforts to protect its technology systems and information assets by ensuring that only approved “Users” can access these systems and assets.

Remote Access

To ensure the continued security of our IT resources we monitor and strictly control all forms of remote access.

Social Media

To ensure the safe and responsible use of social media, as appropriate by both staff and students, within each School/Centre/Office. The policy is intended to provide guidance and direction on issues relating to the use of social media, including, but not limited to: Facebook, Twitter, LinkedIn, Snapchat, Instagram, YouTube, WhatsApp, Viber, School/Centre/Office websites (including blogs), and also includes the use of such services via mobile telephones.

Bring Your Own Device

To specify the standards, and rules of behaviour for the use of personally-owned smart phones and/or laptops/or tablets by anyone who accesses LOETB’s resources and/or services. Access to, and continued use, is granted on condition that each user reads and follows the policies concerning the use of these resources and/or services.

Mobile Phones

Mobile Phones are an important communications tool that can improve the availability, and increase the productivity of the LOETB’s mobile workers who may not always have access to their landline. As such they should be used in an efficient, lawful, safe and ethical manner. LOETB staff are accountable for appropriate use of their ETB issued mobile.

Clean Desk/Clear Screen

To improve the security and confidentiality of personal data and to reduce the risk of unauthorised access, loss of, and damage to personal data during and outside normal working hours or when areas are unattended. It is worth noting that information left on desks is more likely to be damaged or destroyed in a disaster such as fire, flood or explosion.

Print

To implement a consistent approach to managed print across LOETB and it is the responsibility of both management and staff to ensure that all printing is done in accordance with this policy.

Computer Usage for Students

LOETB encourages the use of electronic media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all students and everyone connected with the organisation should remember that electronic media and services provided by LOETB are the property of LOETB and their purpose is to facilitate and support educational work.

Related Policies

LOETB Digital Communications are subject to relevant LOETB's Policies, Procedures, and Department of Education & Skills Circular Letters.

Implementation and Review

This Policy should be implemented by all the services of LOETB. This policy will be subject to review in 2023, or where it is necessary to do so due to changes in DES regulations, legislation or other such situations.