



ICT Acceptable Use Policy

Date: February 2026

Review Date: February
2027

INTRODUCTION

Little Gate Farm is a registered charity in England and Wales (1153584).

SCOPE

Unless expressly stated to the contrary any reference to Little Gate, Little Gate Supported Employment, Little Gate Farm or the Charity should be treated as including Little Gate College, and any reference to client/participant/work trainees should be treated as including a Student of Little Gate College.

From September 2024 Little Gate will be opening its college for 16–24-year-olds. We are also collaborating with East Sussex County Council and local schools, increasing our offer to include Alternative Provision for children and young people to enable them to access opportunities and more intensive support to achieve their full potential and re-engage in learning.

AIM

This policy outlines Little Gate's policy and practice for the use of digital technologies i.e. email, internet, intranet and network resources, learning platforms, software, equipment and systems.

Little Gate is committed to ensuring the confidentiality, availability and integrity of all the physical and electronic or paper information assets across the organisation. We risk assess the sharing of information and following this policy will protect against internal, external deliberate or accidental threats and reduce risk.

OTHER POLICIES

This policy compliments the Lone Working, Staff Code of Conduct and Safeguarding policies.

Due regard is paid to equal opportunities legislation. Please see the separate Equal Opportunities and Diversity Policy.

DEFINITIONS

This policy covers all client information, servers, portable computers, mobile phones, removable storage media, network infrastructure, systems and software which are owned by, used by or part of Little Gate's responsibilities.

RESPONSIBILITIES

Little Gate Senior Leadership Team is responsible for maintaining this policy and providing support and advice on implementation.

Line Managers are directly responsible for implementing this policy and ensuring staff compliance.

All staff are required to read and confirm compliance with the policy and the agreement of use below, at induction or when updates are issued.

SOCIAL MEDIA SAFETY TOP TIPS

Ten tips for staff on Facebook and other Social Media platforms:

1. Change your display name – use your first and middle name, use a maiden name, or put your surname backwards instead.
2. Change your profile picture to something unidentifiable, or if not, ensure that the image is professional.
3. Check your privacy settings regularly.
4. Be careful about tagging other staff members in images or posts.
5. Don't share anything publicly that you wouldn't be just as happy showing your colleagues or clients.
6. Members of Social Media Groups are collectively responsible for the content shared. Ensure that all content shared is professional and appropriate.
7. Inappropriate or excessive use of social media during work hours may result in disciplinary action being taken.
8. Remain cautious on social media when making comments about your role, colleagues, and our organisation. Don't make comments specifically about clients you support online. Don't make comments about your job, your colleagues, our organisation, or your clients online – once it's out there, it's out there.
9. Little Gate asks for people to share information about fundraising events online but please remain cautious with any wording that you may add.
10. Don't link your work email address to your social media accounts. Anyone who has this address (or your personal email address/mobile number) is able to find you using this information.
11. Consider uninstalling the Facebook app from your phone. The app recognises Wi-Fi connections and makes friend suggestions based on who else uses the same Wi-Fi connection (such as parents or clients)

CHECK YOUR PRIVACY SETTINGS.

- On Facebook, change the visibility of your posts and photos to 'Friends only', rather than 'Friends of friends'. Otherwise, clients and their families may still be able to read your posts, see things you've shared and look at your pictures if they're friends with anybody on your contacts list
- Don't forget to check your old posts and photos – go to bit.ly/2MdQXMN to find out how to limit the visibility of previous posts
- Consider changing your Instagram account to Private
- Google your name to see what information about you is visible to the public.
- Prevent search engines from indexing your profile so that people can't search for you by name – go to bit.ly/2zMdVht to find out how to do this
- Remember that some information is always public; your display name, profile picture, cover photo, user ID (in the URL for your profile), country, age range and gender.

WHAT TO DO IF...

- A student/work trainee/participant adds you on social media:
- In the first instance, ignore and delete the request. Block the client from viewing your profile.
- Check your privacy settings again and consider changing your display name or profile picture. · If the client asks you about the friend request in person, tell them that you're not allowed to accept friend requests from clients and that you must notify the Designated Safeguarding Lead (DSL) and/or their parents/carers. If the client persists, take a screenshot of their request and any accompanying messages.
- Notify the DSL about what's happening straight away.
- You're being harassed on social media, or somebody is spreading something offensive about you:
- Do not retaliate or respond in any way
- Save evidence of any abuse by taking screenshots and recording the time and date it occurred.
- Report the material to Facebook or the relevant social network and ask them to remove it
- Notify the DSL and CEO about what's happening straight away.
- If the perpetrator is a current client or staff member, our mediation and disciplinary procedures are usually sufficient to deal with online incidents.
- If the perpetrator is a parent or other external adult, a senior member of staff should invite them to a meeting to address any reasonable concerns or complaints and/or request they remove the offending comments or material.
- If the comments are racist, sexist, of a sexual nature or constitute a hate crime, you or the DSL and CEO should consider contacting the police.

AGREEMENT OF USE

I confirm that:

- I will only use Little Gate digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the charity
- I will not reveal my password(s) to anyone.
- If my password is compromised, I will ensure I change it immediately. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow clients to access systems using my login.
- I will not allow clients to access the internet without adult supervision and will restrict access to the internet for approved use only.
- I will not allow unauthorised individuals to any Little Gate system.
- I will ensure all documents and data are managed in accordance with Little Gate data protection policy and GDPR regulations.
- I will report any data breach to my Line Manager immediately.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any Little Gate business.
- I will only use the approved e-mail, Learning Platform or other approved communication systems with clients or parents/carers, and only communicate with them on appropriate Little Gate business.
- I will record all email communication with clients or parents/carers on the Little Gate systems including CRM and CPOMS where appropriate. I will not share my personal phone numbers to clients or parents/carers. I will use phones provided by Little Gate to conduct all work-related business
- I will follow Little Gate guidelines on confidentiality of any information about clients.
- I will not browse, download, or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Data Protection Officer or my department.
- I will not download any software or resources that can compromise the network or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop, or other device (including USB flash drive), to the network, that does not have up to date anti-virus software, and I will keep any 'loaned' equipment up to date, using Little Gate's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or phones for taking and transferring images of students/work trainees/participants or staff without permission and will not store images at home without permission.
- I will ensure any private online communication I create or contribute to, is not confused with my professional role.

- I will ensure that my social media presence does not affect or harm Little Gate, that my work email is not linked to my accounts and that my privacy settings are checked regularly.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will follow Little Gate and Little Gate College guidelines on confidentiality of any information about students/work trainees/participants.
- I agree and accept that any computer or laptop loaned to me by Little Gate, is provided solely to support my professional responsibilities and that I will notify Little Gate of any “significant personal use” as defined by HM Revenue & Customs.
- I will access Little Gate resources remotely only through Little Gate approved methods and follow security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow Little Gate data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or client information, held within Little Gate’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- Where part of my role, I will embed Little Gate/Little Gate College online safety curriculum into my teaching.
- I will alert the CEO and/or DSL if I feel the behaviour of any student/work trainee/participant I teach/support may be a cause for concern.
- I understand that all Internet usage / and network usage can be logged, and this information could be made available to my manager on request.
- I understand that it is my duty to support a whole organisation safeguarding approach and will report any behaviour (of other staff or clients), which I believe may be inappropriate or concerning in any way, to the designated safeguarding lead.
- I understand that failure to comply with this agreement could lead to disciplinary action.

I agree to abide by all the points above. I understand that it is my responsibility to ensure that I remain up to date and read and understand Little Gate’s most recent online safety and GDPR policies.

Signature Date

Full Name (printed)

Job title

Signed by trustee	Maxine Leich	Marie Hergli	6/2/25
Signed by CEO	Andrea Ramirez-Spitt	Ars	6/2/25

Reviewed by	Date	Changes made	Next review date
John Hassell	27/2/26	Omission of reference to YR+AI.	Feb 2027

