



LVC London School of English IT Policy

Introduction

LVC London School of English, is committed to providing exceptional educational opportunities for all our students. Part of this commitment involves the responsible and safe use of IT facilities by both staff and students. This policy has been created to ensure appropriate and secure utilization of IT resources within our school.

Purpose and Scope

This policy defines the guidelines, standards, and procedures governing the use and management of IT resources, including hardware, software, data, network access, third-party services, online services, and IT credentials provided or arranged by LVC London School of English.

Authority

This policy is issued under the authority of the principal, who holds responsibility for interpretation and enforcement. The principal may delegate this authority to designated individuals. Students are prohibited from using staff IT facilities, including office desktop and laptop computers, without the permission of the Academic Manager or Principal.

Safety

- Staff and students must take all reasonable precautions to safeguard their IT credentials and refrain from sharing them with others, except in extraordinary circumstances as authorized by the principal.
- Unauthorized attempts to obtain or use anyone else's credentials are strictly prohibited.
- Staff should not compromise the integrity of the IT infrastructure, including damaging, reconfiguring, or moving equipment without approval.

Information Security and Data Privacy

- Any staff member handling personal, confidential, or sensitive information must adhere to LVC London School of English's Data Protection policies and guidelines.

- Staff should not infringe copyright, break licensing terms, or attempt to access, delete, modify, or disclose information belonging to others without permission.
- Unlawful or offensive material, as well as any material that infringes on others' rights, is strictly prohibited.

Acceptable Use of IT Resources

- All users are expected to use IT resources for authorized purposes only and in accordance with this policy.
- Standards of behaviour in the physical world apply to online interactions and social networking platforms, and staff must adhere to the Company's guidelines on social media.
- Deliberate or reckless consumption of excessive IT resources and interference with others' valid use of them is prohibited.

Monitoring and Privacy

- LVC London School of English monitors and records the use of its IT facilities to ensure effective planning, operation, and compliance with regulations.
- Monitoring is conducted for purposes including detecting and preventing policy infringements and investigating alleged misconduct.
- Staff must not attempt to monitor the use of IT facilities without explicit authorization from the principal.

Reporting and Infringement

- Staff should promptly report any known or suspected breaches of this policy to the Director.
- Infringement of these regulations may result in sanctions, fines, withdrawal of services, or other penalties as deemed appropriate by the Principal.
- LVC London School of English reserves the right to take legal action against individuals causing the organization to be involved in legal proceedings due to a breach of this policy.

Liability

- LVC London School of English is not liable for loss or corruption of information, damages, injuries to third parties, or economic loss resulting from the use or withdrawal of IT facilities.



- Users accept personal liability for any breaches of this policy and agree to reimburse any costs incurred as a result of their infringement.

Revision History

- This policy is maintained and updated by the Academic Manager.
- Last updated: August 2023
- Next update scheduled for: August 2024