Definitions of terms used in this document

**Team Site** – provides an IT platform for sharing information and working together in teams. Team Sites can help teams stay informed with announcements, share key contacts, post lists of key dates, join forces on relevant documents and report on progress from any Web browser, anywhere at any time.

**Team Site Owner** – Ultimately responsible for the Team Site, the Owner promotes the effective use of the platform within his team and ensures that a Team Site Leader is assigned, and / or replaced if he or she leaves the LSC or the team. The Owner oversees that the Team Site Leader is supplying sufficient training for all team members and fields any escalations that might arise from the Team Site.

**Team Site Leader** – Ensures that the information placed on the Team Site is in accordance with the LSC “Content Agreement” and maintains the users on the site and their access. Provides initial training to all members of the team and answers any queries, where possible. Removes outdated content from the Team Site and ensures that the site look/feel is not modified.

**Team Site Member** - Manages information placed on the Team Site in accordance with the “Content Agreement” and plays an active role in using the site, feeding back to the Team Site Leader with any suggestions/ideas for improvement. Reports any faults in either the application or the content to the Team Site Leader.

**Team Site Visitor** - Plays an active role in using the site and feeding back to the Team Site Leader any suggestions/ideas for improvement. Reports any faults in either the application or the content to the Team Site Leader.

**User** – A user has authorised access to a Team Site and could be a Team Site Owner, Leader, Member or Visitor as defined above.

**External partner or partner organisation** - LSC develops strategic relationships with colleges, schools, training providers, local councils and other government agencies known as external partner or partner organisations.

**System support** - System support for Team Sites is provided by LSC IT support services. Any issue relating to a Team Site should be reported to the Team Site Leader or Owner who will liaise with LSC IT support services support to rectify the issue.
Introduction

The Learning and Skills Council (LSC) seeks to promote and facilitate the proper and extensive use of Team Sites in the interests of knowledge sharing and collaborative working with its partners. This requires responsible and legal use of the technologies and facilities made available to LSC partner organisations.

This policy is intended to provide a framework for such use of LSC Team Sites. It is intended to help enhance the use of Team Sites by preventing unacceptable use. All those with a registered account for a Team Site must comply with this policy (and by using LSC Team Sites do agree to be legally bound by this policy). We support the free flow of business information over the Internet, but reserve the right to actively monitor LSC Team Sites under all circumstances. We will remove any materials, in particular but not limited to material that, in our sole discretion, may be illegal, may subject us to liability, or which may violate this policy. Contributions must be polite and constructive and must not be threatening, defamatory, unlawful, abusive, harassing, profane, harmful, racially offensive, sexually orientated or otherwise, in the sole discretion of the LSC, otherwise objectionable material. LSC will cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or wrongdoing. Violation of this policy, in the opinion of the LSC, will result in the suspension or termination of either access to the LSC Team Sites and/or Team Site account or other actions as detailed below in 7) Reporting violations of this policy.

1) Purpose of Use

Team Sites are provided primarily to facilitate a person's work as an employee within the LSC or within a partner organisation of the LSC insofar as the work is directly linked to work with, for or on behalf of the LSC.

Team Sites bring together:

- people working on the same project in one place
- people doing the same job and exchanging information relevant to them
- people with a common interest, who may have different job roles
- members of committees/meetings to share papers, briefings, agendas and minutes
- a team based in the same location/area to share information or
- partner organisations across the sector, where LSC is the lead organisation within the initiative

Team Sites provide a comprehensive solution that helps share information and collaborate with colleagues within the LSC, and with authorised external partners. Team Sites help keep people informed with announcements, key contacts, and crucial dates, highlight outstanding areas of work, join forces on relevant documents and report on progress all within one space.
2) Authorisation

In order to use a Team Site a person must first have a registered account. External partners must apply for an account to access a Team Site(s) in line with the appropriate procedure – External Partner Access to a Team Site.

The account procedure grants authorisation to use a Team Site(s) at the LSC. Following registration, a username and a password will be allocated to a specific individual. All individually allocated usernames and passwords are for the exclusive use of the individual to whom they are allocated. The user is personally responsible and accountable for all activities carried out under their username. The password associated with a particular personal username must not be divulged to any other person, other than to designated members of staff of the LSC for the purposes of system support. Attempts to access or use any username which is not authorised to the user are prohibited.

All users must correctly identify themselves at all times. A user must not masquerade as another or withhold their identity. A user must take all reasonable precautions to protect their resources. This advice must be followed: failure to do so will be regarded as a breach of this policy.

3) Privacy

It should be noted that LSC staff, that have appropriate privileges, have the ability, to access all files, stored on a Team Site which they manage. It is also occasionally necessary to intercept network traffic. In such circumstances appropriately privileged staff will take all reasonable steps to ensure the privacy of Team Site users. LSC fully reserves the right to monitor electronically-mediated communications, whether stored or in transit, in line with its rights under the Regulation of Investigatory Powers Act (2000). Reasons for such monitoring may include the need to:

- ensure operational effectiveness of Team Site,
- prevent a breach of the law, this policy, or other LSC policy,
- investigate a suspected breach of the law, this policy, or other LSC policy,
- monitor standards.

Access to files, will not be given to another member of staff unless authorised. In such circumstances the Team Site Leader, or more senior Team Site Owner, will be informed, and will be consulted prior to action being taken. Such access will only be granted where a breach of the law or a breach of this policy is suspected, or when a documented and lawful request from a law enforcement agency such as, but not limited to, the police or security services has been received.

After an external partner leaves a Team Site, files which are left behind on any computer system owned by the LSC, will be considered to be the property of the LSC.
As all users of a Team Site have an individual login account we are able to audit access to and movement within each team site. Whilst this data is collected primarily for service improvement purposes (technical and content) it might also be provided for investigation purposes, for example, if a user posted some illegal content to the site and the LSC/police needed to investigate that illegal act in order to prosecute the person concerned.

4) Behaviour

No person shall jeopardise the integrity, performance or reliability of a Team Site or other stored information. The integrity of the LSC's computer systems is put at risk if users do not take adequate precautions against malicious software, such as computer virus programs. All users of Team Sites must ensure that any computer, for which they have responsibility, is adequately protected against viruses, through the use of up to date anti-virus software and has the latest tested security patches installed. Care should also be taken to ensure that resource use does not result in a denial of service to others.

Distributing material, which is offensive, obscene or abusive, may be illegal and may also contravene LSC codes on harassment.

5) Definitions of Acceptable & Unacceptable Usage

Unacceptable use of Team Sites may be summarised as:

- the retention or propagation of material that is offensive, obscene or indecent;
- intellectual property rights infringement, including copyright, trademark, patent, design and moral rights;
- causing annoyance, inconvenience or needless anxiety to others;
- defamation;
- unsolicited advertising, often referred to as "spamming";
- sending e-mails that purport to come from an individual other than the person actually sending the message using, e.g., a forged address;
- attempts to break into or damage computer systems or data held thereon;
- actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software;
- attempts to access or actions intended to facilitate access to systems for which the individual is not authorised;
- using a Team Site to collect, or attempt to collect, personal information about third parties without their knowledge or consent;

These restrictions should be taken to mean, for example, that the following activities will be considered to be a breach of this policy (potential exceptions should be discussed with the LSC):

- using a Team Site to transmit any material (by email, uploading, posting, or otherwise) that infringes any copyright, trademark, patent, trade
secret, or other proprietary rights of any third party, including, but not limited to, the unauthorized copying of copyrighted material, the digitization and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorized transmittal of copyrighted software.

- circumvention of Team Site Access Control;
- monitoring or interception of Team Site traffic, without permission;
- probing for the security weaknesses of systems;
- reposting information related to the Team Site or LSC, communications from Team Site support, received in e-mail or on any of the support resources provided to them as part of a Team Site on any third party message boards or elsewhere on the Internet;
- the passing on of electronic chain mail;

6) Legal Constraints

Any data or information which is not generated by the partner organisation and which may become available through a Team Site shall not be copied or used without permission of the LSC or the copyright owner. In particular, it is up to the user to check the terms and conditions of any licence for the use of the data or information and to abide by them.

The user must comply with all relevant legislation and legal precedent, including the provisions of the following Acts of Parliament, or any re-enactment thereof:

- Copyright, Designs and Patents Act 1988
- Malicious Communications Act 1988
- Computer Misuse Act 1990
- Criminal Justice and Public Order Act 1994
- Trade Marks Act 1994
- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000
- Communications Act 2003

Under the **Freedom of Information Act 2000**, any member of the public is entitled to request information held by the Learning and Skills Council. Information available on a Team Site may fall to be disclosed if appropriate under the terms of that Act.

The Learning and Skills Council is registered with the Information Commissioner responsible for the **Data Protection** and **Freedom of Information Acts**. Our notification can be viewed on the Information Commissioners website at [www.dpr.gov.uk](http://www.dpr.gov.uk)

LSC Team Sites can be used to keep lists of information related to, for example, key contacts. If adding information about people to these lists, please bear in mind
that you must let people know they will be appearing on a list and ask for their consent prior to adding them.

7) Reporting violations of this policy

LSC requests that anyone who believes that there is a violation of this policy direct the information to Kate Mason (kate.mason@lsc.gov.uk), Head of Information Services, tel no. 02476 823425.

If available, please provide the following information:

- The date and time of the alleged violation
- Evidence of the alleged violation

Other situations will require different methods of providing the above information.

8) Possible actions against violations of this policy

LSC will take any one or more of the following actions in response to complaints:

- issue warnings: written or verbal
- suspend the Member’s services
- suspend the Member’s account
- terminate the Member’s account
- bring legal action to enjoin violations
- take any other action or enforce any other right or remedy available

9) Disclaimer

The LSC uses its best endeavours to make sure information on LSC Team Sites are accurate and up to date. The LSC cannot take any responsibility for any loss arising out of use of the information on an LSC Team Site and any liability that might arise from the use of an LSC Team Site is hereby excluded to the fullest extent permitted by law.

LSC Team Sites can also contain links to external internet websites. Please note that the LSC has no control over the contents of these websites and as such cannot accept responsibility for them.

10) Changes to this policy

LSC reserves the right to revise, amend, or modify this policy, or other relevant policies and agreements at any time and in any manner. Notice of any revision, amendment, or modification will be posted and available from the Team Site Owner or Leader.