

Acceptable Use Policy for The REC Academy Software

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1. Purpose of the Policy

The purpose of this Acceptable Use Policy (AUP) is to outline the acceptable use of Learning Management Software (THE REC ACADEMY) provided by the REC. This policy is designed to ensure that all users engage with the REC ACADEMY in a responsible, ethical, and legal manner while protecting the integrity of the REC ACADEMY environment, safeguarding personal data, and maintaining compliance with UK laws.

2. Scope of the Policy

This policy applies to all users of the REC ACADEMY, including but not limited to employees, contractors, partners, and any individuals who access The REC Academy ("Users").

3. General Usage Guidelines

- Access and Use: The REC ACADEMY is intended for educational, training, and professional development purposes. Users must access the system using their own credentials and are responsible for keeping their login information confidential.
- All Users are responsible for all activities under their account.
- All Users must adhere to all applicable laws and regulations whilst using The REC Academy.

- Prohibited Activities: Users must not engage in any of the following activities:
 - Sharing or distributing personal login information to third parties.
 - Using the REC ACADEMY for non-academic or unlawful purposes.
 - Uploading, distributing, or accessing offensive, defamatory, obscene, or illegal content.
 - Interfering with the normal operation of the REC ACADEMY or intentionally introducing malware, viruses, or any harmful software.
 - Attempting to access unauthorised areas of the REC ACADEMY or other systems.
 - Users may not share, distribute, or reproduce any course materials without proper authorisation.
 - Users may not engage in harassment, discrimination, or any form of abusive behaviour towards other users.
 - Users may not use The REC Academy for any unauthorised commercial activities, including advertising or solicitation.

4. Data Protection and Privacy

- **Data Security:** All users are required to comply with the UK Data Protection Act 2018, the General Data Protection Regulation (GDPR), and other applicable privacy laws when using the REC ACADEMY. Personal data entered into the system should only be used for educational, training, and professional development purposes and must be handled in accordance with institutional data protection protocols.
- **Confidentiality:** Users must respect the confidentiality of all personal, academic, and institutional information accessed via the REC ACADEMY. Sharing or disclosing such information without proper authorisation is prohibited.
- **Individual Data:** All individual data, including training records and performance, must be protected and handled securely in line with applicable data protection regulations. Users are prohibited from accessing or sharing such data without explicit consent or proper authorisation.

5. User Conduct and Interaction

- **Respectful Communication:** Users must engage respectfully with others via the REC ACADEMY, including in discussions, feedback, and collaboration tools. Harassment, bullying, or discriminatory language will not be tolerated.
- **Collaboration:** Collaborative features within the REC ACADEMY should only be used for academic and learning purposes. Cheating, plagiarism, and any form of academic dishonesty are strictly prohibited.
- **Intellectual Property:** Users must respect copyright laws and intellectual property rights when sharing content, including but not limited to documents, videos, and images.

6. Content Upload and Sharing

- **Appropriate Content:** Users must ensure that all content uploaded or shared on the REC ACADEMY is appropriate for an educational environment and adheres to copyright laws. Users must ensure they have the necessary rights or permissions to upload or share such content.
- **Monitoring and Removal:** The company reserves the right to monitor content uploaded to the REC ACADEMY and remove any material deemed inappropriate, in violation of this policy, or otherwise unlawful.

7. System Integrity and Security

- **Security Measures:** Users must take all reasonable precautions to secure their devices and accounts, including using strong passwords and logging out of their accounts when not in use.
- **Monitoring:** The REC may monitor user activity to ensure compliance with this Policy
- **Reporting Incidents:** Users should report any security breaches, suspected misuse, or technical issues with the REC ACADEMY including unauthorised access or data breaches to training@rec.uk.com.
- **No System Abuse:** Users are prohibited from engaging in activities that may degrade the performance, functionality, or availability of the REC ACADEMY for others.

8. Compliance with Legal and Institutional Policies

- Compliance with UK Law: All users must comply with UK legislation, including but not limited to laws concerning data protection (GDPR), intellectual property, anti-discrimination, and online safety.
- Institutional Policies: In addition to this Acceptable Use Policy, users must adhere to other relevant institutional policies, including those related to IT usage, academic integrity, and individual conduct.

9. Consequences of Policy Violations

Failure to comply with this Acceptable Use Policy may result in disciplinary action, including but not limited to suspension or termination of access to The REC Academy.

Legal action may be taken against Users who engage in prohibited activities.

10. Review and Amendments

This Acceptable Use Policy will be reviewed periodically and may be updated or amended in response to changes in legal requirements, technology, or institutional needs. Users will be notified of significant changes to this policy.

11. Contact Information

If you have any questions or concerns regarding this Acceptable Use Policy, or if you encounter issues with the REC ACADEMY, please contact training@rec.uk.com.

Acknowledgement

By accessing the REC ACADEMY, you agree to comply with the terms outlined in this Acceptable Use Policy. Non-compliance with these guidelines may result in the suspension or termination of access to the REC ACADEMY and further disciplinary action.