**3.1.5 I can identify and respond to inappropriate content and behaviour**

As part of the acceptable use policy for IT at my workplace we are required to only use email to represent the organisation e.g. we would not be allowed to run a personal business via our work email address. In turn we must also not use our personal email addresses to conduct business on behalf of the workplace. There are a limited amount of personal uses permitted when using work place email but these must not be excessive or in breach of the wider policies set in place. Emails must reflect the policies of my workplace and be compliant with all applicable laws. For example, email must not contain offensive or discriminatory language or targeted abuse towards an individual, group or organisation.

We are prohibited from sending spam emails and any spam emails received must be reported as spam via a security tool in outlook. These emails are reviewed internally by our IT system for further action. If we have any concerns regarding suspicious software or activity on the network we are required to contact IT.

On my personal computer I make sure to use a firewall and antivirus software. I ensure that these are routinely kept updated with updates from the software developers. Using this software helps to protect my computer from viruses, worms and malware as the files will get blocked by the software form downloading. I do not download software from unverified sources due to the risk for malicious downloads. I also use a software package called CCleaner to remove cookies from my computer that can track my activity, cause storage issues and slow down my browser.

When using social media I am careful to abide by the acceptable use policy of the platform I am using. If I see content that is abusive I use the tools provided by the platform to report the inappropriate behaviour. I also moderate my own behaviour by following the acceptable use policy of the social media platform.