

# Eaton Bank School

## ICT FACILITIES USE AGREEMENT

The Eaton Bank School ICT facilities are provided in support of teaching, learning, and administrative activities. Use of these facilities is subject to conditions which are designed to keep computing equipment operating, the accommodation in good order and to generate a teaching and learning and administrative environment that is productive, ethical, legal, secure and effective.

Eaton Bank School provides users with an account (i.e. usernames and passwords) that permits use of its computing resources and facilities within the policies, regulations and guidelines established by Eaton Bank School. Users must respect the integrity of computing resources and facilities, respect the rights of other users and comply with all relevant legislation for example; the Data Protection Act 1998; the Copyright, Designs & Patents Act 1988; the Computer Misuse Act 1990.

Using Eaton Bank School's ICT facilities is a privilege and requires that all members of Eaton Bank School community will use these resources and facilities in accordance with legislation, Eaton Bank School policies and regulations- in particular the conditions of the following Eaton Bank School policies

- Acceptable Use of ICT Facilities Policy V1.1
- Email AUP V1.1
- Internet & Web AUP V1.1

which are available on Eaton Bank School's website. <http://www.eatonbank.cheshire.sch.uk>

In order to ensure that the ICT facilities function in a secure, efficient and effective manner, Eaton Bank School reserves the right under the Regulation of Investigatory Powers Act 2000 to inspect and validate any items of Eaton Bank School owned computer equipment connected to the network and to access all information held on its information and communications facilities to monitor or intercept any system logs, web pages, E-mail messages, network accounts or any other data on any computers system owned by Eaton Bank School. This will be for the purposes of preventing, detecting or investigating crime or misuse, ascertaining compliance with regulatory standards and Eaton Bank School policies, or to secure effective system operation.

Eaton Bank School reserves the right to limit, restrict or deny computing privileges and access to its information resources for those who violate Eaton Bank School policies and regulations. Other disciplinary action may be taken by Eaton Bank School and/or referral to legal and law enforcement agencies.

**Eaton Bank School is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Therefore users of Eaton Bank School's ICT facilities have the following responsibilities:**

To use Eaton Bank School ICT facilities responsibly respecting the rights of others, complying with Eaton Bank School policies, regulations, legislation, license, contractual agreements and conducting themselves in a manner that does not interfere with or cause offence to others and not to engage in any activity which denies reasonable services to others or wastes staff effort in dealing with the consequences.

Use of Eaton Bank School-owned computers shall be limited to Eaton Bank School-related business or incidental personal use. As defined in Eaton Bank School ICT Facilities Acceptable Use Policy, employees may use computing resources for personal reasons as long as that use does not result in additional costs or damage to the Eaton Bank School and generally does not hinder the day-to-day operation of Eaton Bank School offices and facilities. Use of computing resources for unauthorised commercial purposes or personal gain is prohibited.

To take every precaution to avoid damage to equipment

Not to access, create, change, store, download or transmit material which Eaton Bank School may deem to be threatening, defamatory, abusive, indecent, obscene, racist or otherwise offensive

Not to place links to websites which have links to, or display pornographic or inappropriate material, facilitate illegal or improper use, or to bulletin boards which are likely to publish defamatory materials or discriminatory statements; or where copyright protected works such as computer software or music are unlawfully distributed

Not to send unwanted e-mail, chain letters, hoax virus warnings, pyramid letters or similar schemes using Eaton Bank School e-mail system

Not to install any software that is not licensed to Eaton Bank School and /or install 'without authorisation software licensed to Eaton Bank School on any of Eaton Bank School's computer systems under any circumstances

To take all reasonable precautions to prevent the introduction of any computer viruses by ensuring that the latest virus definitions are kept up to date

To protect their password and use of their account, and not let others use their account or password. Confidential information contained on various computers should not be shared with others except when that person is authorised to know such information.

Not to act in breach of the provisions of the **COMPUTER MISUSE ACT 1990** which makes provision for securing computer material against unauthorised access or modification, and for connected purposes.

To respect the copyright of all material and software made available by Eaton Bank School and third parties. This requirement is laid out in the **COPYRIGHT, DESIGNS and PATENTS ACT 1988** which makes it an offence for users to copy copyright materials including software without the permission of the owner of the copyright.

Not to act in breach of any requirement of the **DATA PROTECTION ACT 1998**. The Act aims to regulate the use of automatically processed information relating to individuals and the provision of services in respect of such information.

Your e-mail account is intended for teaching, learning and administrative use only and allows you to send and receive e-mail as a person affiliated with Eaton Bank School.

An e-mail account may only be used by the person to whom it is assigned and is not to be shared with anyone for any reason (Other than the reason described later). Your account and password should be protected accordingly to prevent abuse. **You will be held responsible for any illegal activity that occurs from the use of your account.**

In some circumstances legitimate access may be allowed to another persons email accounts e.g. Secretary, Head of Year and this will be in the event of long term absence due to serious illness or annual leave. Such access to a Users account in these instances must be approved by the Head Teacher or in their absence the Deputy Head Teacher or Network Manager. Access must not normally be granted in the case of short term absence. Every user is responsible for ensuring that appropriate arrangements are made to cover periods of absence.

**You are permitted to reveal your IT passwords to authorised Network Manager and authorised IT Technicians where required for administration and problem resolution purposes.**

The Network Manager and/or Technician is accountable for ensuring this information is used responsibly and as it was intended to be used. Any misuse will be an offence under the Computer Misuse Act and liable to prosecution.

Following completion of such problem resolution or administration work by the Network Manager and/or Technician you must **immediately change your passwords.**

As a registered user of Eaton Bank School ICT Facilities, you agree that:

you have read and understand the conditions outlined above;

you accept responsibility for the computer facilities and resources being allocated to you;

you will not abuse or misuse these resources as doing so is a violation of Eaton Bank School ICT Facilities Acceptable Use;

**I have read and understood the above conditions of use and responsibilities and agree to abide by them.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

"Eaton Bank School is grateful to the Director of the Information Systems Division at the University of Salford for allowing use of policies developed for the University as a basis for the policies developed for Eaton Bank"

**For Laptops only. Make** \_\_\_\_\_ **Model** \_\_\_\_\_ **S/N** \_\_\_\_\_