

Eaton Bank School

Internet / Web Acceptable Use Policy

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1. Introduction

The Internet is a powerful educational resource, and Eaton Bank School provides access to this resource allowing you to find information anywhere in the world. You can connect to businesses, major universities, national libraries, other schools, colleges and other students around the world.

Eaton Bank School has rules for acceptable use and behaviour which govern the use of Eaton Bank School to access the Internet. This document defines the appropriate use and conditions of accessing and using the Internet whilst at Eaton Bank School.

2. Purpose

The purpose of this policy is to define the appropriate use of the Internet. The conditions which apply to all usage of Eaton Bank School ICT facilities, including computer hardware, software, data, networks and access to the Internet are detailed in the following documents:

- Acceptable Use of ICT Facilities Policy
- Information Security Policy
- Network Security Policy

3. Scope

This Internet / Web Acceptable Use Policy refers to all types of on-line services accessed through Eaton Bank School's ICT facilities and networks. The term on-line services includes but is not limited to Email, World Wide Web (WWW), File Transfer Protocol (FTP) and any other means of communication of a similar nature.

Eaton Bank School expects its students and staff to use its computer systems and technology responsibly at all times.

4. Responsibility

This policy is issued under the authority of the head teacher who as an employee of Eaton Bank School is responsible for enforcing sanctions where necessary to safeguard Eaton Bank School and its members.

The IT Infrastructure is managed by the Network Manager who is responsible for the prevention and detection of ICT misuse.

This policy is managed by the network manager who is responsible for investigating incidents of ICT misuse.

5. Policy Statements

5.1 Access

Authorised users are issued by the network team with an email account and Network Log-In. This account should be secured by the user with a personal password.

Where applicable authorised users are issued with FTP Usernames and passwords to enable them to upload information to appropriate Web Site/Servers.

Account holders must not allow other persons to access their accounts (Users should remember to either log off or lock their PC when leaving their work area).

5.2 Acceptable Use – Compliance with Legislation

With the Internet, as with all other uses of Eaton Bank School's ICT facilities, it is the user's responsibility to make themselves aware of the laws that apply to such use.

The following are some of the areas of law (but not exclusively) which apply to the use of Internet and which could involve liability of users or Eaton Bank School.

- **Intellectual Property**
Anyone who uses on-line services to send or retrieve any materials that infringe the intellectual property rights of a third party may be liable to that third party if such use is not authorised by them
- **Obscenity**
A criminal offence is committed if a person publishes any material which is pornographic, excessively violent or which comes under the provisions of the Obscene Publications Act 1959. Similarly the Protection of Children Act 1978 makes it an offence to publish or distribute obscene material of a child.
- **Defamation**
As a form of publication, the Internet is within the scope of legislation relating to libel where a statement or opinion is published which adversely affects the reputation of a person, group of people or an organisation. Legal responsibility for the transmission of any defamatory, obscene or rude remarks which discredit an identifiable individual or organisation will rest mainly with the person publishing said material and may lead to substantial financial penalties being imposed.
- **Discrimination**
Any material disseminated which is discriminatory or encourages discrimination may be unlawful under the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, the Human Rights Act 1998 or Employment Equality (Religion or Belief / Sexual Orientation) Regulations 2003 where it involves discrimination on the grounds of sex, sexual orientation, religion, race or disability.
- **Data Protection**
Processing information including photographs which contains personal data about individuals requires the express written consent of those individuals. Any use of personal data beyond that registered with the Information Commissioner will be illegal.
- **Copyright**
The Copyright, Design and Patents Act 1988 is applicable to all types of creations, including text, graphics and sounds by an author or an artist. This will include any which are accessible through Eaton Bank School's ICT facilities.
Any uploading or downloading of information through on-line technologies which is not authorised by the copyright owner will be deemed to be an infringement of their rights.

5.3 Acceptable Use – Compliance with Eaton Bank School Regulations

Eaton Bank School is committed to the principle of freedom of access to available on-line information and resources and acknowledges the use of the Internet is a valuable part of this. These principles must still operate with the law so users of any on-line services accessed through Eaton Bank School's network must be aware of the legal consequences attached to the inappropriate use of those services and the resources thereby obtained.

It is the policy of Eaton Bank School that:

- Eaton Bank School's web address (<http://www.eatonbank.cheshire.sch.uk/>) is promoted to an extensive audience
- That information contained in official Web pages placed on Eaton Bank School's web site / servers is accurate at the date of issue; complies with the standards set by Eaton Bank School and contains no offensive material or third party copyright material unless permission has been granted.
- That Eaton Bank School maintains a clear separation between official Eaton Bank School Web pages and personal/ unofficial Web pages which have been subjected to strict editorial control.

- That official Eaton Bank School's Web pages should have a statement to enable authenticity of the site i.e. "Eaton Bank School approved page maintained by (X)".
- That Eaton Bank School Web Authors are made aware of their responsibilities for the maintenance, content and quality control of Web pages under their jurisdiction, ensuring that information is accurate, up to date and contains no material or contractual statements which might render Eaton Bank School vulnerable to legal action.
- That any potentially damaging material shall be removed from Eaton Bank School and / or personal Web pages held on Eaton Bank School's servers at the earliest opportunity after it has been brought to the attention of Eaton Bank School, until such time as it can be verified whether or not any civil or criminal liability may be incurred by its display
- Eaton Bank School systems are supplied for educational and associated purposes. Personal use is accepted as specified in paragraph 5.3.1 below.
- Eaton Bank School encourages its members (staff or students) to use the Internet to further the goals and objectives of their work, study and information research. Examples of such activities include, but are not exclusive to:
 - Communicating with fellow employees, relevant business and academic colleagues, clients, customers and suppliers of Eaton Bank School within the context of an individual's responsibilities, work, study or information research activities
 - Acquiring or sharing information necessary or related to the performance of an individual's responsibilities, work, study or information research activities
 - Participating in educational or professional development activities, meetings, seminars, conferences or workshops
 - General use for the purpose of extending or expanding an individual's personal knowledge or expertise in relation to their function within Eaton Bank School
 - Reasonable personal use for communication purposes, independent learning, access to public services etc.

5.3.1 Personal Use

The main purpose for the provision by Eaton Bank School of ICT facilities for accessing the Internet is for use in connection with teaching, learning, information research and administrative activities of Eaton Bank School.

Eaton Bank School permits the use of its ICT facilities for access to the Internet by students, staff and other authorised users for personal use, subject to the following limitations:

- a level of use that is reasonable and not detrimental to the main purpose for which the facilities are provided
- priority must be given to use of resources for the main purpose for which they are provided
- personal use must not be of a commercial or profit-making nature, or for any other form of personal financial gain
- personal use must not be connected with any use or application that conflicts with an employee's obligations to Eaton Bank School as their employer
- personal use must not be connected to any purpose or application that conflicts with Eaton Bank School's rules, regulations, policies and procedures
- personal use must comply with Eaton Bank School's policies and regulations.

5.4 Unacceptable Use

The main purpose for the provision by Eaton Bank School of ICT facilities for Internet is for use in connection with the teaching, learning, information research, and administrative activities of Eaton Bank School. Internet use should not interfere with others' use of the Internet. All users must not violate Eaton Bank School's policies or regulations and at all times must comply with the law in their use of the Internet.

The following uses of the Internet are specifically prohibited by Eaton Bank School at all times:

1. Undertaking any illegal or unlawful purposes such as copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery,

impersonation, illegal gambling, soliciting for illegal pyramid schemes, and deliberate computer tampering (e.g. spreading computer viruses or worms).

2. Disseminating links to websites which have links to, or displays pornographic and 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 ;
3. Deliberately accessing, creating, changing, storing, downloading or transmitting material which Eaton Bank School may deem to be threatening, defamatory, abusive, indecent, obscene, racist or otherwise offensive;
4. Viewing, downloading or distributing material that advocate illegal activity
5. Viewing, downloading or distributing materials that are disparaging of others, based on sex, race, sexual orientation, age, national origin, religious or political beliefs
6. Creating, downloading, copying, distributing or using material (e.g. films, TV Programmes) from the Internet that infringe the Copyright laws of the UK and other countries;
7. Distributing or discussing on Message Boards any Eaton Bank School proprietary or confidential information

Violation of Eaton Bank School's policies, rules, or regulations or codes of conducts or in any manner that is not consistent with the professional status of Eaton Bank School, misrepresents Eaton Bank School, or brings Eaton Bank School into disrepute.

5.5 Monitoring

Monitoring may take place periodically within the guidelines set down by the Regulation of Investigatory Powers Act (RIPA) 2000.

Eaton Bank School retains the right under the RIPA Act to access all information held on its information and communications facilities to monitor or intercept any system logs, web pages, E-mail messages, network account 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.

For this reason access to some sites may from time to time be blocked. Moreover, Eaton Bank School is committed to responding promptly to any potentially damaging publication by withdrawing from its services any unacceptable materials and taking any other necessary action.

This may mean that users responsible for such materials have their access to Eaton Bank School's IT facilities withdrawn. It is also possible that the publication of such materials may amount to an offence under Eaton Bank School's disciplinary regulations.

Where it is suspected that material displayed or stored on Eaton Bank School ICT facilities may risk criminal prosecution or civil legal action, or that material, even if legal, is not considered appropriate for publication by Eaton Bank School, the Network Manager may isolate the material or the server from the network until the offending material is removed, revised or further legal clarification is obtained.

5.6 Data Protection and the Internet

The provisions of the Data Protection Act apply equally to processing on the World Wide Web as they do to processing on all other information systems. When Personal Data is requested electronically by Eaton Bank School on a website, via on-line channels, or e-mail the following information must be supplied to the Data Subject:

- the purpose for which the data is collected;

- the description of the organisations or individuals to whom the data might be disclosed;
- the details of any direct marketing for which the data might be used together with the opportunity for the individual to object to this use of the data;
- a statement regarding the security of the internet as a mode of communication.

When Personal Data is obtained from the website of another organisation, those obtaining such information must ensure that the subsequent use of the Personal Data conforms to the information provided to the Data Subject. If any further subsequent use of this data is proposed that was not disclosed at the time of collection consent must be obtained from the Data Subject before commencing this processing. Any Personal Data which is placed on a website is treated as data which is transferred outside the EEA. Written informed consent will be obtained from all staff and students before details are entered on Eaton Bank School's web site. Further guidance on Data Protection issues is available from the following websites:

The office of the Information Commissioner at <http://www.informationcommissioner.gov.uk/>

6. Legislation

Eaton Bank School has obligations under which it must comply with relevant UK and European Community legislation including (but not exclusively):

- The Data Protection Act 1998
- The Human Rights Act 1998
- The Computer Misuse Act 1990
- The Copyright, Designs and Patents Act 1988
- The Freedom of Information Act 2000
- The Regulation of Investigatory Powers Act 2000
- The Terrorism Act 2006

All users of Eaton Bank School are required to comply with the approved Eaton Bank School Policies, Standards, relevant legislation and contractual requirements and should seek appropriate advice when in doubt.

7. Sanctions

Where misuse of ICT facilities has been identified, the matter will be investigated under Eaton Bank School's appropriate disciplinary procedure. As an officer of Eaton Bank School, the Head Teacher or his / her nominee has the authority to investigate cases of alleged misuse and where applicable to apply sanctions directly, or to refer individuals to their Head of Year for disciplinary action.

Any misuse which is in contravention of the law and/or which involves the intentional access, creation, storage or transmission of material which may be considered indecent or obscene (other than in the course of academic research where this aspect of the research has the explicit approval of Eaton Bank School's official processes for dealing with academic ethical issues) will be regarded as an act of gross misconduct.

Staff and/or student disciplinary procedures will be used to apply any necessary sanctions

Where there is evidence of a criminal offence, the issue will be reported to the Police for them to take action. Eaton Bank School will co-operate with the Police and other appropriate external agencies in the investigation of alleged offences.

"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"