



CARDINAL NEWMAN
CATHOLIC SCHOOL

May 2018

Date of Next Review: May
2019

Acceptable Use Policy

Introduction

It is the responsibility of all users of Cardinal Newman Catholic School's (CNCS) I.T. services to read and understand this policy. This policy may be updated from time to time, in order to comply with legal and policy requirements.

1.1 Purpose

This Acceptable Use Policy is intended to provide a framework for such use of the School's I.T. resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

1.2 Scope

Members of the School community and all other users (staff, students, visitors, contractors and others) of the school's facilities are bound by the provisions of its policies in addition to this Acceptable Use Policy. CNCS seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching and information management to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, staff and visitors of the school.

2 Unacceptable Use

- a) The School network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:
1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
 2. unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
 3. unsolicited "nuisance" emails;
 4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the school or a third party;
 5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;
 6. material with the intent to defraud or which is likely to deceive a third party;
 7. material which advocates or promotes any unlawful act;
 8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
 9. material that brings the school into disrepute or is deemed by the school to contravene this policy and its intentions.
- b) The School Network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:
1. intentionally wasting staff effort or other school resources;

2. corrupting, altering or destroying another User's data without their consent;
3. disrupting the work of other Users or the correct functioning of the school network; or
4. denying access to the School Network and its services to other users.

c) Users shall not:

1. introduce data-interception, password-detecting or similar software or devices to the School's Network;
2. seek to gain unauthorised access to restricted areas of the School's Network;
3. access or try to access data where the user knows or ought to know that they should have no access;
4. carry out any hacking activities; or
5. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

3 Consequences of Breach

In the event of a breach of this Acceptable Use Policy by a User the School may in its sole discretion:

- a) restrict or terminate a User's right to use the School Network;
- b) withdraw or remove any material uploaded by that User in contravention of this Policy; or
- c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.

4 Definitions

School Network – all computing, telecommunication, and networking facilities provided by the School, with particular reference to all computing devices, either personal or School owned, connected to systems and services supplied.

Users – A user is defined as any person using the IT provisions within the school. This includes, but is not limited to, staff, students, volunteers, visitors and contractors.