

## Policy for Computer Network Use & Privacy Notice - Data Protection Act

**This policy was adopted by the Standards Committee of King Edward VI Community College in February 2021**

The computer network and its resources are vital to the College and the services we provide. They are provided and maintained for the benefit of all users, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. In order to ensure the availability of the systems, they must be securely managed – whilst still enabling efficient use and suitability for all users.

Access to these facilities is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn. Completing these forms (and/or use of the facilities acknowledges compliance to this policy). The Network Support and resources department reserves the right to deny or restrict access to the computer network at any time. This document contains a summary of the Policy for the Computer network Use. It is recommended that users also familiarise themselves with the full content of this policy which is available from the Portal and College Website.

### Equipment

- Users are not permitted to install, attempting to install or store programs of any type on the computer system.
- Damaging, disabling, or otherwise interfering with the operation of computers, or intentionally wasting resources puts your work at risk. This type of activity is not permitted.
- The computer system is provided for educational purposes only. Activities such as buying or selling goods are inappropriate.
- Files brought in on a removable media (such as floppy disks, CD's, flash drives, etc.) should be checked with antivirus software and only use them if they are found to be clean of viruses.
- Eating and drinking near computers should not occur
- Check all work thoroughly before printing as paper and toner are valuable resources. Usage is monitored.

### Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's login name or password.
- The contents of storage areas (including email and external devices) are the responsibility of the user.
- Users should never reveal their personal details onto the internet. This includes their name, address, telephone numbers or images of themselves, colleagues or students.
- All network users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings is not permitted.
- Computer storage areas (including email and external devices) may be inspected at any time to ensure that you are using the system responsibly.

### Internet

- You should access the Internet only for study or for College authorised/supervised activities.
- Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Downloading music, video and any kind of executable file (including flash games) is not a suitable use of the Internet and is not permitted.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by copyright laws.
- "Chat" activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons "chat" rooms are not permitted.

## Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Students are not permitted to send global emails or Spam, or access webmail sites (other than College email)
- Only open attachments on emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer and the network.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to the Network Support department. The sending or receiving of an email containing content likely to be unsuitable for children or Colleges is strictly forbidden.

**Please read this document carefully. If you violate these provisions, your computer network access will be suspended or restricted and you may be subject to disciplinary action.**