COLERAINE COLLEGE ACCEPTABLE USE OF ICT POLICY

All users must comply with all copyright, libel, fraud, discrimination and obscenity laws when using the C2k network. All teachers, school support staff and support organisation staff are expected to communicate in a professional manner consistent with the rules of behaviour governing education sector employees.

No user is permitted to:
* retrieve, send, copy, link to or display offensive messages or pictures;
* use obscene, sectarian or racist language;
* harass, insult, bully or attack others;
* damage the C2k network;
* violate copyright law;
* use another user's password;
* disclose their C2k user access to any other person
* trespass in another user's folders, work or files;
* intentionally waste resources (such as on-line time, bandwidth etc);
* use C2k for unapproved commercial purposes.

Users should be aware that C2k can and does track and record usage of the network, and that schools also have the ability to do this for their own users (in accordance with data protection regulations).

C2k administrators may review files and communications including emails to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on C2k servers to be absolutely private.

Logon to the system is only possible with a valid C2k Username and password, and that disclosure of individual C2k Username and password, or permitting the use of a C2k Id by another user, represents a security breach.

All users should be aware that attempts to bypass filtering, or to access inappropriate or illegal material will be reported to the school authority.

No additional devices may be connected to data points on the C2k network without the specific agreement of C2k; random checks will be carried out to identify such violations.

The facility to install software should only be used to load resources, which are licenced and which are appropriate for school needs, onto desktops & laptops.

Users may not install alternative versions of Internet Explorer, any other Internet browsers, Windows updates or any hacking tools and should not switch off Windows firewall.

The school's C2k Manager/Administrator must ensure that, when using the facility to add software to computers, they adhere to the same standards of security as with every other aspect of the C2k service. In particular, the school is responsible for ensuring that software which represents a security threat is not installed on any machine. Therefore, any software installed must be reported to the school's C2k Manager/Administrator along with appropriate licensing.

I have read and understand the Acceptable Use policy as outlined above and agree to abide by its conditions.

Name (Printed) …………………………………………….

Position   …………………………………………….

Signature   ……………………………………………. Date   ……………....

Coleraine College September 2015