

St Mary's College ICT Acceptable User Staff Agreement August 2019

St Mary's College must comply with Data Protection Regulations (GDPR 2019), recognises duties under section 21 of the Counter Terrorism and Security Act 2015 and Government PREVENT Strategy.

The IT resources provided by St Mary's College Blackburn are for academic use only and as a staff user using and accessing these services you agree that :-

1 – You will not attempt to hack college systems, knowingly introduce viruses, and attempt to access / capture data or by-pass any security measures installed on the college network or equipment.

2 – You will only use your own college login provided to you and not use or attempt to use other staff logins or attempt to login as anyone else but you to any college system.

3- You will only use the internet and College email for teaching purposes only and you will not search, view, download, store, publish, transmit or communicate content that is or relates to :-

Threatening Behaviour / Offensive Content / Abusive / Libellous / Harassment / Pornographic / Sexist / Racist / Terrorism / Extremism / Cults / Illegal Drugs / Gambling / Criminal Skills / Social Chat / Encouragement of violence or unlawful conduct or any other content that the College may find inappropriate.

4- You will not damage, alter or tamper with college equipment, software or resources and will report any issues directly to a member of IT Services.

5 – You will not install any software on to the college network or attempt to run software from external sources such as a pen drive.

6 – You will not publish photographs or video on social media of any individual within the college without the permission of the individual.

7 – You will not remove or take home any IT Equipment without permission of the IT Manager.

8 – You will adhere to the Data Protection Act and ensure that any data you access is secure and kept confidential. You agree that you will not take any personal data off site and report and suspected breaches to the college Data Protection Officer dpo@stmarysblackburn.ac.uk

9 – Ensure that any work is saved to your own network area (Q drive) and if you save work to a pen drive or external hard drive that you back up these documents on a regular basis. If you use a pen drive it must be encrypted.

10 – I will only use my hand held / external devices (Phones, Tablets, Laptops etc) in college if I have permission to do so. I recognise that if using my own hand held device, the same Online Safety Acceptable Use Agreement applies.

11 – When I leave College I understand that my email account and online access will be disabled immediately and that documents associated with my teaching will be retained on the St Mary's College ICT network.

12 – I will not set up any Databases or share data with external agencies without first consulting with the college Data Protection Officer.

Please be aware that the internet is filtered and your actions on the network are monitored and may be recorded. Any of the above actions or other behaviour in relation to the abuse of the IT facilities / system / resources may result in access being blocked and / or being dealt with under the college disciplinary procedures.

Staff Name –

Staff Signature –

Date -