

Bristol CYPS Internet Acceptable Usage Policy

(based on SWGfL Internet Usage Policy)

Introduction

The purpose of this policy is to ensure that users of the Bristol Schools Intranet understand the way in which the Internet is to be used. The policy aims to ensure that the Internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk. Users should read this policy alongside the other Bristol CYPS policies: eg the Policy on website availability for schools.

Scope

The policy applies to:

- All users and administrators of the Bristol Schools Intranet services and/or infrastructure.

On evidence provided by Bristol CYPS, an employee may be disciplined by their employer. At the same time, if a user's conduct and/or action(s) are illegal, the user may become personally liable in some circumstances.

Policy statement

Bristol CYPS encourages users to make effective use of the Internet. Such use should always be lawful and appropriate. It should not compromise Bristol City Council's information and computer systems nor have the potential to damage Bristol City Council's reputation.

Please read this policy carefully as you will be deemed to be aware of its contents.

Use of Internet facilities

Bristol CYPS expects all users to use the Internet responsibly and strictly according to the following conditions: For the purposes of this document, Internet usage means any connection to the Internet via Web browsing, external email or news groups.

Users shall not:

- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts
- any other information which may be offensive to colleagues

Bristol CYPS acknowledges that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use (for example investigating racial issues). Any such access should be preplanned and recorded so that it can be justified if required.

- Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:
 - images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
 - adult material that potentially breaches the Obscene Publications Act in the UK
 - criminally racist material in the UK

If inappropriate material is accessed accidentally, users should immediately report this to Bristol CYPS so that this can be taken into account in monitoring.

- Use Bristol CYPS facilities for running a private business
- Enter into any personal transaction that involves Bristol CYPS in any way
- Visit sites that might be defamatory or incur liability on the part of Bristol CYPS or adversely impact on the image of Bristol CYPS
- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside Bristol CYPS, or to Bristol CYPS itself
- Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships
- Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving

of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet

- Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate

Monitoring

Bristol CYPS will monitor and audit the use of the Internet to see whether users are complying with the policy. Any potential misuse identified by Bristol CYPS will be reported to the connected establishment and/or relevant organisation.