

# ACCEPTABLE USE AGREEMENT

## Document Control

Reference: GDPR 010

Author: Steve Cullen

Issue No: 1.00

Issue Date: 15-05-2018

Classification: Confidential

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1. Name:

Position:

Department:

- 1.1 I accept that I have been granted the access rights defined in this agreement to those organisational information assets also identified in this agreement. I understand and accept the rights which have been granted, I understand the business reasons for these access rights, and I understand that breach of them, and specifically any attempt to access services or assets that I am not authorised to access – including any attempts to read, copy, modify or remove any personal data without prior authorisation - may lead to disciplinary action and specific sanctions. I understand that failure to comply with this agreement, or the commission of any information security breaches, may lead to the invocation of Bishop Challoner Catholic College's disciplinary policy. Unless otherwise specified in this agreement, any technical terms referred to, shall be read and construed in accordance with the corresponding definitions contained in the General Data Protection Regulation 2018.
- 1.2 I acknowledge that I have received adequate training in all aspects of my use of Bishop Challoner Catholic College's systems and of my responsibilities under this agreement.

## 2. Passwords

- 2.1 My username and password for both school network and school email accounts will be issued in line with Bishop Challoner Catholic College's procedure for authorising and issuing them.
- 2.2 I will change my initial temporary password at first logon.
- 2.3 I will select and use passwords that are at least 7 characters in length, are alpha-numeric, are not based on any easily guessable or memorable data such as names, dates of birth, telephone numbers etc., are not dictionary words and are free of consecutive identical all-numeric or all-alphabetic characters.
- 2.4 I will keep my password secret and will not under any conditions divulge it to or share it with anyone, nor will I write it down and leave it anywhere that it can easily be found by someone else or record it anywhere without having obtained the specific authorisation of the Information Security Manager to do so.
- 2.5 I will not store my password in any automated logon process when using school desktops or non-school issued devices.

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2.6 I will change my password at intervals as required by Bishop Challoner Catholic College, will not attempt to re-use passwords or use new passwords that are in a sequence, and will change my password more frequently if there is evidence of possible system or password compromise.

2.7 I will not use the same password for organisational and personal use.

### 3. Clear desk policy, screen savers, and information reproduction and disposal.

3.1 I understand that I am required to ensure that no confidential or restricted information (in paper or removable storage media format) is left on my desk, in any unsecure working environment, or left in or near reproduction equipment (photocopiers, fax machines, scanners) when I am not in attendance and will ensure that such information is secured in line with Bishop Challoner Catholic College's security requirements.

3.2 I understand that I am required to ensure that no one can access my workstation when I am not in attendance and that I must have a password protected lock screen or screensaver that operates within five minutes of no activity or which I activate when I leave the workstation unattended.

3.3 I know that I am required to terminate active computer sessions when I have finished them and to log off (i.e. not simply turn off the computer screen) whenever I am finished working and that the workstation is to be protected by appropriate key locks when I am away from the building.

3.4 I accept that I am not allowed to connect any unencrypted personal storage devices to Bishop Challoner Catholic College's computer equipment or network.

3.5 I accept that I may only use Bishop Challoner Catholic College's reproductive equipment (photocopiers, fax machines, scanners) for proper organisational purposes and that I will ensure that I will use facilities that are appropriate for the classification level of any information with which I am dealing.

3.6 I will ensure that all personal data within my possession will either be disposed of, deleted or transferred to the new asset manager, on the termination of my employment.

3.7 I will ensure that any personal or confidential data is not visible when my laptop is connected to a projector within a classroom.

### 4. Software

4.1 I will ensure that no attempts are made to disable or over-ride any of Bishop Challoner Catholic College's installed software, including anti-malware software, firewalls and automatic updating services.

4.2 I accept that I may not download from the internet or install on any organisational computer or other device any software of any sort for which Bishop Challoner Catholic College does not have a valid licence and that has not had the prior authorisation of the Information Security Manager. I recognise that this prohibition includes freeware, shareware, screensavers, toolbars and/or any other programs that might be available.

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4.3 The use of software from unauthorised sources is prohibited.

## 5. Data control and legislation

5.1 I understand that I am hereby granted immediate authorisation on signing this agreement, for the storage of school related personal data, on Bishop Challoner Catholic College's computer systems.

5.2 I will ensure that I abide by any legal requirements in respect of my computer use, including privacy and data protection regulations.

## 6. Working from home

6.1 The processing of any personal data, whilst off the premises, must be completed on a Bishop Challoner Catholic College issued laptop, or via an encrypted USB stick/external hard drive. I understand that I have an obligation to ensure that all personal data is kept secure, whether paper based or digital, whilst working off-site.

6.2 In the instances where OneDrive is used, the user needs to ensure that access is restricted to the 'cloud' only, and that there is no personal data downloaded to personal devices.

## 7. Mobile phone/camera policy

7.1 I accept that I will only use my mobile phone on-site when I have a legitimate reason to do so.

7.2 I accept that where the circumstances allow it, any photographs I take of students on my personal phone/device will be promptly uploaded to the social media account or school drive that they are intended for, and will be deleted immediately from my personal device and any associated cloud storage.

7.3 I will ensure that all data subjects have given prior consent for their photograph to be taken, and will only pursue taking such media where I have the time to process and then delete the data, as appropriate.

7.4 I understand that I must not give out my personal contact details including mobile telephone number to students unless there is a legitimate reason to do so.

7.5 I understand that I am not to make use of students' contact details including mobile telephone number other than for approved school business.

## 8. Maintenance

8.1 I accept that I am responsible for the physical security of my workstation and will report any faults through SpiceWorks.

## 9. Revocation and change of access rights

9.1 Failure to comply may result in the removal of my access rights.

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## 10. Acceptable ICT use

- 10.1 I will ensure that my online activity, both in the school and outside of the school, does not bring my professional role into disrepute.
- 10.2 I will help students to be safe and responsible in the use of ICT.
- 10.3 I will not use any school issued laptop/phone/tablet to access inappropriate materials.
- 10.4 I will not use the school network for any commercial use.
- 10.5 I am aware that the school regularly checks computer files, monitors emails and internet sites visited.
- 10.6 I will connect my laptop to the internet when required to do so by the ICT team, to allow anti-virus updates to occur.
- 10.7 I accept that it is my responsibility to ensure any school issued laptop, or personal laptop I use for school work, will be password encrypted.
- 10.8 I accept that any personal data transferred through an external hard drive will be done so through a password encrypted device.
- 10.9 I will endeavor to follow the schools protocol for sending personal data via email. This will include setting permissions on emails for internal communication and/or password protecting attachments where necessary.
- 10.1.1 If equipment is removed from the school site every reasonable care will be taken to ensure its safe custody. Any equipment I take off site will be used for the intended purpose only.
- 10.1.2 I will report any incidents where equipment is lost, stolen or damaged to both finance and ICT department immediately. If the item is stolen, it is the user's responsibility to report this to the police.

## 11 Sanctions

- 11.1 I understand that sanctions are in place should members of staff violate the terms of the acceptable use agreement. This may result in the removal of access from the internet/ICT facilities and the member of staff may be subject to disciplinary action.
- 11.2 Although unlikely, the police may be involved in serious incidents.

Signature:

Date: