

# **Cowley International College**

## **ICT Facilities (Including Internet)**

### **Acceptable Terms and Conditions of Use Policy**

#### ***TERMS AND CONDITIONS – GENERAL***

St Helens Council enables access to the Internet in its role as a provider of informational, educational, recreational and cultural enrichment opportunities. The internet is available through a variety of public access points throughout the borough.

Cowley International College provide access to the internet for all students and staff members under the following conditions:

- The Internet is a global electronic network and St Helens Council is not responsible for the accuracy, validity, legality or usefulness of information available.
- Young people under the age of 16yrs must obtain a parent / guardian's written permission to use the Internet. An adult must accompany Young People under the age of 8 years old.
- Transmission of any material in violation of any laws is prohibited. This includes, but is not limited to:
  - copyrighted material, threatening or obscene material,
  - pornographic material, material protected by trade secret
  - use for any commercial purpose.
- St Helens Council cannot accept responsibility for slow network responses, brief communications failure, the non-availability of any web site, content of any email received by users, other users retrieving information left on open files, any loss resulting from use of a credit card over the Internet.
- Email facilities may be used but St Helens Council cannot guarantee receipt.
- All internet activity is recorded and may be disclosed to appropriate authorities as required under current legislation.
- Cowley International College and St Helens Council conform to Health & Safety requirements in all aspects of the public use of ICT and cannot therefore accept any responsibility for ill health as a result of use of public ICT (Information and Communication Technology).
- Cowley International College and the Council reserve the right to take action against anyone who intentionally damages the ICT facilities which are covered by this policy.

# **COWLEY INTERNATIONAL COLLEGE**

## **TERMS AND CONDITIONS**

- Access to the Cowley International College Network is only through personal logins and passwords which must be kept secret.
- Accessing other people's files or, damaging their work/data is strictly prohibited.
- Publication of names, addresses, phone numbers or photographs of people must only occur with their permission.
- Persons under the age of 18 must not disclose their home address or telephone number, or arrange to meet someone, unless your parent/guardian or teacher has given permission.
- Credit must be given to the sources of materials obtained from the internet or otherwise used in individual's work.
- Any files held on the computer system by users of the Cowley International Colleges may be examined or deleted and any internet sites visited may be monitored.
- Any unpleasant material or messages received must be reported to the Cowley International College Staff.
- Alterations, amendments or deletions to any of the programmes resident on the computer's internal fixed disk or its memory must not be made.
- Print outs of authorised material can be made but will be charged for at the current rate which is on display.
- Staff are able to provide general support and initial guidance in using the Internet but cannot undertake detailed searches.

### **Users Must Not:**

- Download software from the Internet.
- Bring in floppy disks, CDs or any electronic data from outside Cowley International College unless you have permission.
- Send unsuitable email messages – the messages you send must be polite, responsible and only signed in your name.
- Send anonymous messages.
- Take part in any activity which goes against the policies of the Cowley International College or Government Legislation.

I have read and understand the Acceptable Use and Conditions of Use Policy

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Signed

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Date

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Name in capitals