

Acceptable Internet and Network Use Agreement and Retained Records for Staff



The computer system is owned by the College and is made available to staff to enhance their professional activities including teaching, research, administration and management. The College Internet and Network Access Policy has been drawn up to protect all parties - the students, the staff and the College.

The College reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet and Network access including e-mail should sign a copy of this Acceptable Internet and Network Use Agreement and return it to

Please read and tick each box

- All Internet activity should be appropriate to staff professional activity;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the College ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is strictly forbidden.
- The uploading of content from portable hard drives (memory sticks, mp3 players, mobile phones, SD cards etc) must only for the purpose of academic studies.
- The College values the use of cameras and video to celebrate success, however Images of students and staff (both still and moving) may not be manipulated, posted on websites, or circulated via e-mail with the purpose of causing distress or bullying.

Staff failing to adhere to this agreement may have their access to the College's computer system withdrawn.

Retaining Records

- I have received a copy of the '**Hampshire Record Office: School Records Retention Schedule**' (issued 6 monthly) and I am fully aware of my responsibility to retain specific records for a predetermined period of time.

Full Name: Date:

Signed: Post: