

CODE OF CONNECT

**FOR
SANDWELL SCHOOLS BROADBAND NETWORK
(SSBN)**

**MANAGED BY
BROADBAND SANDWELL**

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DOCUMENT CONTROL AND INFORMATION

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1.0 INTRODUCTION

The Sandwell Schools Broadband Network (SSBN) will offer users in your organisation the following services:

- Access to the internet
- Email
- Learning materials
- Electronic conferencing systems

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content.

Users accessing the Internet do so at their own risk and Broadband Sandwell is not responsible for material viewed or downloaded by users from the Internet. To minimise these risks, your use of the service offered via the SSBN network is governed by the following policy.

2.0 USERS

Users of SSBN are defined as those having access '**of any kind**' to SSBN systems, resources and/or networks. Any organisation wishing to connect to the SSBN network must ensure its users abide by this Code of Connect **without** exception.

3.0 PERMITTED USE OF INTERNET AND SSBN COMPUTER NETWORK

Your organisation's computer network will be connected to the SSBN network. The equipment for the SSBN network will be located in a cabinet in your building. This cabinet, the equipment therein and the associated circuits and services are the property of Broadband Sandwell and may only be used for legitimate purposes. The cabinet will be populated with Cisco networking equipment. This equipment and any unused ports on this equipment must not be used by your organisation for any purpose except that configured by Broadband Sandwell or their agents.

Organisations and users within them are provided with access to the SSBN network to assist them in their learning. Additionally, certain users may also be provided with access to the Internet through the SSBN network. All users have a responsibility to use SSBN's computer resources and the Internet in a professional, lawful and ethical manner.

4.0 CHARGEABLE WORK

If a problem is logged with the Broadband Sandwell helpdesk that results in problem determination resources being consumed and which are subsequently found to be as a result of;

- Negligent and/or unauthorised actions performed by the organisation, its staff, Partners or Agents, or;
- A fault with a system for which Broadband Sandwell is not responsible for managing and operating, then;

Broadband Sandwell may at its discretion claim payments from the organisation for the time and effort Broadband Sandwell has spent resolving that problem.

The method of claiming payments is that the Broadband Sandwell Service Manager will agree the root cause of the problem with the organisation, agree the actions that Broadband Sandwell shall put in place to ensure root cause removal so that the problem does not recur in the future and agree payment with the organisation.

5.0 COMPUTER NETWORK USE LIMITATIONS

5.1 Prohibited Uses

Without prior written permission from Broadband Sandwell, the SSBN may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorised materials. Additionally, you may not use the SSBN to display, store or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, any organisation receiving such materials should notify Broadband Sandwell immediately.

5.2 Illegal Copying

Users may not illegally copy material protected under copyright law or make that material available to others for copying. Your organisation is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy.

6.0 DUTY NOT TO WASTE OR DAMAGE COMPUTER RESOURCES

6.1 Accessing the Internet

To ensure security and avoid the spread of viruses, Users accessing the Internet through a computer attached to SSBN must do so through SSBN. Bypassing SSBN's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless authorised by Broadband Sandwell or the computer you are using is not connected to the SSBN.

6.2 Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. The organisation should monitor usage of resources to ensure they are used wisely. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others.

6.3 Virus detection

The SSBN includes virus protection for files downloaded using the SSBN. This does not include files obtained from sources outside of SSBN, including disks brought from home. Any organisation wishing to connect into the SSBN must have a virus policy in place. This should involve antivirus software on servers and desktops and should be kept up to date with the latest virus signatures.

If you suspect that a virus has been introduced into the SSBN network, notify the Broadband Sandwell helpdesk immediately.

7.0 NO EXPECTATION OF PRIVACY

Internet access is provided to assist in learning. Users at organisations connecting to the SSBN should have no expectation of privacy in anything they create, store, send or receive using SSBN's computer equipment. The computer network is the property of Broadband Sandwell and may be used only for Broadband Sandwell purposes.

7.1 Waiver of privacy rights

Your organisation's users expressly waive any right of privacy in anything they create, store, send or receive using SSBN's computer equipment or Internet access. The users consent to allow Broadband Sandwell personnel access to and review of all materials created, stored, sent or received by the users through the SSBN or Internet connection.

7.2 Monitoring of computer and Internet usage

Broadband Sandwell has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

7.3 Blocking sites with inappropriate content.

Broadband Sandwell has the right to utilise software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the educational establishment. The following table lists the categories of sites that can to be blocked. All categories are allowed by default unless specified in the second column.

Changes can be requested to the filtering policy by following the Change Control Procedure. Changes can be any of the following.

- Request for a category to be blocked
- Request for a category to be allowed
- Request for one or more specific URLs to be blocked
- Request for one or more specific URLs to be allowed

8.0 ACKNOWLEDGEMENT OF UNDERSTANDING

Please read the statement below and sign to confirm acceptance of the SSBN Code of Connect.

As a user of the SSBN computer network, I agree to comply with the attached rules and terms of this policy governing the use of all SSBN computer networks. I understand that violation of this policy may result in termination of the right to use the SSBN network.

Signature _____ Date _____

Printed
name _____

Copies:

Personnel File