

Local Education Authority

Broadband Network Use Agreement

September 2003



Preamble

The introduction of Broadband through a Swansea Education Wide Area Network (SEWAN) provides robust and open access to rich content from the Internet as well as potential facilities such as Virtual Learning Environments (VLEs) and Video Conferencing. The Broadband infrastructure is grant-aided by the Welsh Assembly and hosted by Swansea University. It passes to Local Education Authority schools and other centres through the Authority's own Education network based at County Hall. This places an obligation upon the Authority to ensure that all subsequent use of the Swansea Education Wide Area Network follows the acceptable use policy laid out in an agreement between the City and County of Swansea and the Welsh Assembly, based in turn on an agreement the Assembly entered into with UKERNA on 13 November 2002.

These principles are in *JANET Guidelines* (<http://www.ja.net/documents/use.html>). Basically, the Assembly can cut off the link to the Authority - and therefore everyone on it - if it believes that misuse has occurred anywhere within the Authority's network.

That agreement contains certain conditions and obligations that are based on reasonable endeavours by the Authority and any subsequent users regarding the prevention of misuse. "Reasonable endeavours" allows for not spending money on systems to prevent abuse, but focuses on procedures and monitoring.

Schools and Centres will be aware that although a wonderful educational opportunity, the Internet also poses its problems. Through the Web and news groups, access is possible to undesirable information including pornography and paedophile materials either by accident or design. Through chat lines and e-mail anyone in the world has the potential to contact children with an e-mail address. This is obviously of great concern.

In addition to users obligations to UKERNA, the Authority will work towards agreeing an acceptable set of protocols for web hosting, web filtering and the use of email by users to ensure the Authority's system is not compromised, and that children's and young peoples' safety is not compromised.

This document's prime purpose, however, is to assist in making legitimate use of Internet delivery through Broadband in the course of City and County of Swansea Council business as effective as possible, and to define acceptable and unacceptable uses of the Swansea Education Wide Area Network.

A set of separate Guidelines, *Advice to Headteachers on the use of Internet Technology*, should be read by schools in conjunction with this agreement.

1. **Compliance**

1.1 The Headteacher or Centre Manager is required to sign and return the acceptance form attached to this document acknowledging that the institution will adhere to the principles outlined hereto.

2. **Acceptable Uses**

2.1 Uses that are acceptable and encouraged are:

- i) communications and information exchanges directly relating to the aims and business of the Local Education Authority
- ii) use for research, analysis, advisory, professional or development activities related to staff duties
- iii) use of similar by pupils and young people for curriculum activities and research of a personal nature allied to legitimate interests.

2.2. The LEA allows personal use for staff provided that:

- i) it takes place within staff members' own time
- ii) it takes place at no cost to the Authority
- iii) the headteacher or centre manager approves
- iv) any of the Authority's email addresses are not used
- v) personal use of the Authority's Internet facility will be subject to constant review and can be withdrawn if it is misused.

2.3. JANET Unacceptable Use

JANET may not be used for any of the following:

- i) the creation or transmission (other than for properly supervised and lawful research purposes) of any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material
- ii) the creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety
- iii) the creation or transmission of defamatory material
- iv) the transmission of material such that this infringes the copyright of another person
- v) the transmission of unsolicited commercial or advertising material either to other User Organisations, or to organisations connected to other networks, save where that material is embedded within, or is otherwise part of, a service to which the member of the User Organisation has chosen to subscribe
- vi) deliberate unauthorised access to facilities or services accessible via JANET.

- vii) deliberate activities with any of the following characteristics:
- wasting staff effort or networked resources, including time on end systems accessible via JANET and the effort of staff involved in the support of those systems
 - corrupting or destroying other users' data
 - violating the privacy of other users
 - disrupting the work of other users
 - using JANET in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment)
 - continuing to use an item of networking software or hardware after UKERNA has requested that use cease because it is causing disruption to the correct functioning of JANET
 - other misuse of JANET or networked resources, such as the introduction of "viruses"
 - where JANET is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of JANET.
- 2.4 Other uses that are unacceptable involve the access, use, submission, publication, display, downloading or transmission of any information which:
- i) violates any of the Authority's regulations
 - ii) restricts or inhibits other users from using the system or the efficiency of the Authority's computer systems
 - iii) results in the unauthorised editing of the Authority's web pages.

3. Swansea Local Education Authority Protocols

- 3.1 The City and County of Swansea reserves the right to impose filtering to web content delivery on the Swansea Education Wide Area Network at a level it deems appropriate.
- 3.2 The City and County of Swansea reserves the right to monitor and record all Internet activity, with and without notice, and therefore that use of the Authority's Internet facilities is not private.
- 3.3 The City and County of Swansea reserves the right, at its discretion, to withhold access to the network if it is being used inappropriately or because it needs to take preventative measures to secure the network from virus attack.



CITY AND COUNTY OF SWANSEA

Local Education Authority

Broadband Use Agreement

I, _____ of _____ School/Centre
have read this Broadband Network Use Agreement and agree to comply with all of its
terms.

Signed: _____
Position: _____
Date: _____

Please return to:

Gail Lewis
Room G.1.15
Swansea Education Authority
County Hall
Oystermouth Road
Swansea
SA1 3SN

It is acceptable to fill in and return electronically to gail.lewis@swansea.gov.uk