

## Purpose

The purpose of this policy statement is to provide a framework for such use of Science Boost CIC resources. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

## Scope

This policy applies to anyone working on behalf of Science Boost CIC in any capacity. Science Boost CIC seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of teaching, learning and support to the highest possible standards. This requires appropriate and legal use of the technologies and facilities made available to all staff of the organisation, including volunteer staff.

## Unacceptable Use

a) Science Boost resources may not be used directly or indirectly by any user for the download, creation, manipulation, transmission or storage of:

1. any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material;
2. unlawful material or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
3. unsolicited “nuisance” emails;
4. material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the University or a third party;
5. material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;

6. material with the intent to defraud or which is likely to deceive a third party;
7. material which advocates or promotes any unlawful act;
8. material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party; or
9. material that brings the organisation into disrepute.

b) Users shall not:

1. introduce data-interception, password-detecting or similar software or devices to the organisation's resources;
2. seek to gain unauthorised access to restricted areas of the site or storage areas;
3. access or try to access data where the user knows or ought to know that they should have no access;
4. carry out any hacking activities; or
5. intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

## Staff emails

a) Staff emails should be used for professional purposes only.

b) Staff should not use a personal email account for work affiliated with Science Boost CIC and should be especially careful not to share personal email addresses with parents, carers and students.

c) Staff may use their staff email account to create accounts with educational sites and learning tools.

## Consequence of breach

In the event of a breach of this Acceptable Use Policy by a User, Science Boost CIC may in its sole discretion:

- a) restrict or terminate a User's right to use Science Boost services;
- b) terminate the User's employment or volunteer contract;
- c) where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy.