

Web Hosting Policy

All users of the Richmond School Web Server:

- must keep confidential all passwords received from Richmond School and notify a member of the ICT Team immediately upon becoming aware that a password has become known to an unauthorised third party.
- Must only make use of the Web Server for a legitimate and lawful purpose.
- are responsible for backing up their data (includes files & databases) to a safe location and should do so regularly.
- must not use material that is copyright by someone else.
- must not make use of the Services to send or cause to be sent or forwarded electronic mail without the express agreement of the recipient. This shall include (but not be limited to) not sending large numbers of electronic mails with the same content which is commonly referred to as "spamming".
- must not use the Services to obtain or offer or permit to be offered for profit or otherwise any material, images, displays or services which are erotic or pornographic including but not limited to any other material, images, displays or services which are offensive, illegal or immoral or which is in breach of any legal obligation.
- must not use the Services in a manner which infringes a third party's copyright or other intellectual property rights of whatsoever nature.
- will make available to Richmond School any content that is hosted on the school servers at any time and in an unencrypted form.
- You must not use the Services that run potentially harmful scripts (at the judgement of Richmond School).

Richmond School may terminate or suspend your web hosting services at any time for any reason.

If a user is unsure as to whether they are contravening any of the above, they must contact a member of the ICT Team without delay.

For Review: May 2011

