

IT Acceptable Use Policy and Agreement



Date of Adoption : 20/12/2022	Date of Last Review : 27/06/2025	SHERWOOD OBSERVATORY
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Definitions

the Society	Mansfield & Sutton Astronomical Society CIO
Information Technology	<p>all computing, telecommunication, networking facilities and Information Technology services provided by the Society to its Users, in addition to any systems used to access such services, either personal or Society-owned, connected to systems and services supplied by the Society.</p> <p>This includes for example, but is not limited to:</p> <ul style="list-style-type: none">• wired and wireless networks operated by the Society• society websites, online services and backend systems• the Society's tenancy of cloud services such as Google Workspace and Microsoft 365.• computer systems owned by the Society• personally-owned devices used to access computer networks and information services of the Society
User	any user of Information Technology provided by the Society
IT Administrator	the current IT Administrator as elected by the Society.

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Introduction

It is the responsibility of all Users of Information Technology resources provided by the Society to read and understand this policy.

If asked explicitly, Users must sign and return a copy of this policy agreement to the IT Administrator before accessing or using any Information Technologies provided by the Society.

This policy and agreement will be reviewed every 2 years and may be updated from time to time in order to comply with legal and other policy requirements. Any concerns or requests related to this agreement should be sent to the IT Administrator.

Any changes to this policy will be communicated to the users either via email from the Secretary (secretary@sherwood-observatory.org.uk).

As part of onboarding, Users may be required to complete basic training on acceptable use, data protection, or cybersecurity awareness. This training ensures that all Users understand their responsibilities and the proper use of Society Information Technology resources.

Purpose

This Acceptable Use Policy is intended to provide a framework for such use of the Society's Information Technology 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.

The framework intends to ensure that:

- Information Technology resources provided by the Society are protected from accidental and/or deliberate misuse that could put the security of systems and users at risk

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- Users stay safe and are protected from harm related to their use of Information Technologies

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Scope

Members of the Society, employees and all other users (honorary members, volunteers, visitors, contractors, trustees, committee members, and others) of the Society's Information Technology resources are bound by the provisions of its policies in addition to this Acceptable Use Policy. The Society seeks to promote and facilitate the positive and extensive use of Information Technology in its charitable activities to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to users.

This policy applies whenever Users are accessing Society IT resources, whether on- or off-premises.

The public guest Wi-Fi network is covered by its own separate Acceptable Use Policy.

Acceptable Use Agreement

I understand that I must use Information Technologies in a responsible way, to ensure that there is no risk to my safety or to the safety and security of Information Technologies and other Users.

I understand this also applies to the use of personal devices when used to access Information Technologies provided by the Society such as the Sherwood Observatory network and backend systems.

- I understand that my use of Information Technologies may be monitored for security and compliance purposes
- I will not attempt to upload, download, or access any materials which are illegal or inappropriate or that may cause harm or distress to others. I will not attempt to use any software or online services to circumvent

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any filtering or security measures that have been implemented to prevent access to such materials

- I will immediately report any illegal, inappropriate, or harmful material that I become aware of to the IT Administrator (it@sherwood-observatory.org.uk)
- When using personal devices to access Society Information Technology (such as the Sherwood Observatory network or backend systems), I will ensure that those devices meet reasonable security standards. This includes the use of up-to-date antivirus software, secure passwords or biometric access, system updates, and screen locking to prevent unauthorized access.

Unacceptable Use

Subject to exemptions defined in this policy, any Information Technology operated by the Society may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage 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;
- unlawful material or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others;
- unsolicited “nuisance” emails;
- material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Society or a third party;
- material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation;

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- material with the intent to defraud or which is likely to deceive a third party;
- material which advocates or promotes any unlawful act;
- 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
- material that brings the Society into disrepute.

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Information Technology operated by the Society must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:

- intentionally wasting the efforts of others;
- corrupting, altering or destroying another User's data without their consent;
- disrupting the work of other Users or the correct functioning of the Information Technology; or
- denying access to Information Technology to other users;
- pursuance of commercial non-Society activities; or
- pursuance of commercial Society activities that are not in accordance with the Society's charitable 'objects'.

Any breach of industry good practice that is likely to damage the reputation of the Society or the Sherwood Observatory brand will also be regarded *prima facie* as unacceptable use of the Society's Information Technology.

Where the Society's Information Technology is being used to access other computer networks, systems, or services, any abuse of the acceptable use policy of those networks, systems, or services will be regarded as unacceptable use of the Society's Information Technology.

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Users shall not:

- introduce data-interception, password-detecting or similar software or devices to the Society's Information Technology systems;
- seek to gain unauthorised access to restricted areas of the Society's Information Technology;
- access or try to access data where the user knows or ought to know that they should have no access;
- attempt to gain unauthorised access to systems.
- intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software.

Use of the Society's Google Workspace and Microsoft 365 Accounts

The Society provides Google Workspace and Microsoft 365 accounts to individual Users for specific purposes related to the operation of the Society.

These accounts include access to email services and other data storage services. The accounts must be used only for official Society activities and should not be used for personal email communications or personal data storage.

Users must understand that all communications sent from society email accounts, and all other data stored in these accounts, belong to the Society. The accounts may need to be passed onto new Users when there are changes in roles and responsibilities.

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Consequences of Breach

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

- restrict or terminate a User's right to use the Society's Information Technology;
- withdraw or remove any material uploaded by that User in contravention of this Policy; or
- where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.

In addition, where the User is also a member of the Society, the Society may take such action, disciplinary or otherwise as it deems appropriate and which is in accordance with its Constitution, Policies and Regulations.

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User Agreement

I have read and understand this Acceptable Use Policy and the privacy notice below, and agree to act in accordance with this in my use of the Society's Information Technology.

Name:

Email:

Signed:

Date:

Privacy Notice

- This agreement will be kept securely by the IT Administrator for the purpose of maintaining and administering the acceptable use of Information Technology.
- Your email address may be added to and used to grant you access to various Society systems.
- It is your responsibility to notify the IT Administrator when access or use of the Society's Information Technology is no longer required, at which point the data you provide on this form will be destroyed.
- Please refer to our Data Protection Policy for more information on our handling of and your rights in respect to your personal data.