



London Grid for Learning Connection Policy

1. Background and Definitions

- 1.1 The purpose of this document is to regulate all connections to the London Grid for Learning.
- 1.2 Only institutions mandated by the London Grid for Learning will be allowed to connect to, or make use of, the same infrastructure and services as the London Grid for Learning. LGfL reserves the right to refuse connection to the LGfL.
- 1.3 Use of the Connection is intended for educational and government purposes only in line with the Charitable Objectives of the London Grid for Learning Trust.
- 1.4 LGfL retains the right to audit and investigate connections where it feels there may be a breach of the Security Policy or related policies therein.
- 1.5 All in bound, outbound and inter site communication will be regulated by policies and a supporting system established by the LGfL for this purpose. Organisations seeking to change these policies will do so through the submission of a change control request. LGfL reserve the

right to reject such changes where it feels the change will breach the conditions of the LGfL Security Policy and / or related documents therein.

- 1.6 The LGfL will provide a high quality service but cannot be held responsible for information that is lost or corrupted whilst in transit over the network. Nor can LGfL be held responsible for any losses, either direct or consequential, or disruption that might result from use of the LGfL.
- 1.7 Non compliance with our Connection Policy may lead to connectivity being refused or services being suspended and / or withdrawn. Any breach of these conditions may lead to withdrawal of the user's access to the London Grid for Learning and in some instances could lead to criminal prosecution. In the case of employees, any breach may also be considered a breach of the employee's conditions of service which could lead to dismissal on grounds of gross misconduct.

2 Users of the London Grid for Learning

Users of the London Grid for Learning must ensure that:-

- 2.1 Planned and actual use of the LGfL network and associated services is always consistent with the requirements of the Security Policy and related documents therein.
- 2.2 Connections to the LGfL use only a mandated system that conforms to the technical, organisational and performance requirements of the LGfL

and that processes are in place to ensure the equipment is maintained for the duration of the contract with the LGfL;

- 2.3 Usage of the network is appropriately authorised by a signatory to the LGfL Security Policy and related documents therein, who has the authority to authorise the adoption of this policy throughout the organisation.
- 2.4 In making use of the LGfL users conform with all relevant statutory and regulatory requirements.
- 2.5 Appropriate funding and resources are available to support the connection to the London Grid for Learning network for the duration of the contracted period and that payment for such services is not unduly delayed.
- 2.6 Prompt action is taken to deal with unacceptable actions by individuals or groups of people that infringe the Acceptable Use Policy of the London Grid for Learning or which undermine the integrity or performance of the network.
- 2.7 Concerns or issues that may infringe the usage policies of the London Grid for Learning are reported immediately in line with the requirements of the Security Policy.
- 2.8 'Due dilligence' and care is observed by organisations that administer or provide technical support to the user in line with the requirements of the Information Security Policy.

- 2.9 No confidential or commercially sensitive data is released over the network or provided to external parties that is not mandated by the London Grid for Learning.
- 2.10 That institutions providing connections to the LGfL have appropriate technology in place to meet the requirements of the Acceptable Use Policy. In particular, appropriate systems to ensure controlled, filtered, and virus free connection to the London Grid for Learning;
- 2.11 Ensure that users within the organisation are trained appropriately to use the system, administer the system, report faults and understand their obligations in relation to the Security Policy and related documents therein.

3. Suppliers to the London Grid for Learning

Suppliers must ensure that:-

- 3.1 Planned and actual use of the LGfL network and associated services is always consistent with the Security Policy and related documents therein of the London Grid for Learning;
- 3.2 Connections to the network use LGfL mandated equipment that conforms to the technical, organisational and performance requirements of the LGfL and is maintained for the duration of the contract;
- 3.3 Usage of the network is appropriately authorised by a signatory to the LGfL Security Policy who has the authority to authorise the adoption of this policy throughout the organisation;
- 3.4 Appropriate funding and resources are available to support the connection to the London Grid for Learning network for the duration of

- the contracted period and that payment for such services is not unduly delayed;
- 3.5 Prompt action is taken to deal with unacceptable actions by individuals or groups of people that infringe the Acceptable Use Policy of the London Grid for Learning or which undermine the integrity or performance of the network.
 - 3.6 Concerns or issues that may infringe the usage policies of the London Grid for Learning are reported immediately in line with the Security Policy;
 - 3.7 No confidential or commercially sensitive data is released over the network or provided to external parties that is not mandated by the London Grid for Learning;
 - 3.8 That institutions providing connections to the LGfL have appropriate technology in place to meet the requirements of the Acceptable Use Policy. In particular, appropriate systems to ensure controlled, filtered, virus free and accountable connection to the London Grid for Learning;
 - 3.9 Ensure that users within the supplier's organisation are trained appropriately to use the system, administer the system and understand their obligations in relation to the Security Policy and related documents therein.
 - 3.10 Connections to the LGfL do not to compromise the achievement of performance targets set out in the Service Level Agreement;
 - 3.11 Appropriate police and medical checks and clearances are placed on all staff installing, supporting and administering connections to the

London Grid for Learning at any level and that evidence of such checks is retained should the LGfL chose to audit this information;

4. Responsibility of the London Grid for Learning

The LGfL will ensure that:-

- 4.1 Periodic assessments of the Connection Policy are undertaken to ensure compliance and that it meets the needs of its community;
- 4.2 Prompt action is taken to prevent non conformance with the LGfL Security Policy and related documents therein.