

ATC Cadet Code of Conduct and Bader Cadet Portal Security Operating Procedures (SyOPs)

Introduction

1. This document has been created to help cadets understand the code of conduct which applies to them throughout their membership of the Air Training Corps (ATC) and outline the usage agreements for the Bader Cadet Portal (hereafter referred to as 'Cadet Portal').
2. Cadets are required to declare through Cadet Portal that they agree to the terms and conditions of cadet membership described in the ATC Cadet Code of Conduct and the Bader Security Operating Procedures (SyOPs). This will be achieved through the sign in procedure on Cadet Portal.
3. Disciplinary action will be taken against those personnel who breach or ignore these orders. Any incident that has, or is likely, to compromise the security of Cadet Portal or the wider Bader platform is to be reported immediately to the Bader Helpdesk on 030 6770 4905.

The ATC Cadet Code of Conduct

4. The aim of this Code of Conduct is to ensure that all cadets within the ATC are fully committed to making the RAFAC free from discrimination, violence, bullying, aggression, abusive behavior and language and observing certain general principles of conduct when involved in air cadet activities.
5. The Code of Conduct is aimed at all cadets within the ATC, to provide a clear understanding of the standard of behavior expected of them during their involvement with the ATC. It will not only safeguard cadets but also Cadet Force Adult Volunteers (CFAVs) in a position of trust.
6. The ATC Cadet Code of Conduct is [available at this link](#). By signing your acceptance to this document, you are also accepting the requirements of the Code of Conduct.
7. If you do not conduct yourself in line with the requirements of the ATC Cadet Code of Conduct, you may be subject to disciplinary action in line with ACP 20 – Personnel Regulations which may include:
 - a. Verbal warning.
 - b. Written warnings including final written warnings.
 - c. Suspension from RAF Air Cadets activities for a defined period.
 - d. Dismissal from the RAF Air Cadets.

Bader Security Operation Procedures (SyOPs)

Scope

8. Cadet Portal is designed to provide an official and accredited single sign on solution for ATC cadets. It is hosted on the Joint Server Farm which is accessible via the Internet.

Roles and Responsibilities

9. The roles and responsibilities of the Cadet Portal Users are detailed below:
 - a. Maintain own details.

Passwords

10. Passwords are controlled by the Bader infrastructure supporting Cadet Portal. Passwords must be a minimum of 8 characters and must be alpha numeric with upper and lower case. Passwords are reset every 6 months and have a history recognition of 3.
11. Password resets are initiated by the user and use a challenge/response setup during registration.
12. Users are also required to maintain and update their Security Question and Answers.
13. Passwords are not to be shared with anyone or written down anywhere under any circumstances.

Monitoring

14. Use of the Cadet Portal is, and will continue to be, subject to monitoring. Users are advised that system logs are checked on a regular basis in order to detect unauthorised or suspicious system and security events.

Cookie Policy for Cadet Portal

15. **What are Cookies?** As is common practice with almost all professional websites, the Cadet Portal uses cookies. Cookies are tiny files that are downloaded to your computer, to improve your experience. This information describes what information they gather, how we use them and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored, however this may downgrade or 'break' certain elements of the sites functionality.
16. For more general information on cookies see the Wikipedia article on HTTP Cookies.
17. **How we use Cookies.** We use cookies for a variety of reasons detailed below. Unfortunately, in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to the Cadet Portal. It is recommended that you leave on all cookies if you are not sure whether you need them or not, they are used to provide services that you use.
18. **Disabling Cookies.** You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Therefore, it is recommended that you do not disable cookies.
19. **The Cookies we set.** If you create an account with the Cadet Portal then we will use cookies for the management of the sign up process and general administration.
20. We use cookies when you are logged in so that we can remember this fact. This prevents you from having to log in every single time you visit a new page. Cookies also support the Single Sign on functionality.
21. From time to time we offer user surveys and questionnaires to provide you with interesting insights, helpful tools, or to understand our user base more accurately. These surveys may use cookies to remember who has already taken part in a survey or to provide you with accurate results after you change pages.

22. When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence.

23. **Third Party Cookies.** In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

24. We may use Google Analytics or PIWIK which are popular and trusted analytics solutions on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

25. For more information on Google Analytics cookies, see the official Google Analytics page.

Ministry of Defence (MOD) Acceptable Use Policy

When and where does the Acceptable Use Policy apply?

26. This Acceptable Use Policy (AUP) applies to all cadets at all times when using the MOD's ICT and services.

27. You must abide by this AUP, as well as the Security Operating Procedures (SyOPs) for the equipment you're using. You must always follow the ATC Cadet of Conduct.

Things you must not do through Cadet Portal

28. You must not knowingly:

- a. Offend, insult, harass, threaten or deceive other people – whether that be staff or other cadets.
- b. Request, create, access, store or send offensive, pornographic, indecent or illegal material.
- c. Breach copyright or licence agreements.
- d. Remove, disable or nullify operational components, safety or security measures in MOD ICT.
- e. Try to misuse, gain unauthorised access to, or prevent legitimate access to, any ICT equipment, network, system, service or account.
- f. Try to gain unauthorised access to information, or release information without proper authority.
- g. Bring the MOD or the RAF Air Cadets into disrepute or obstruct its business.
- h. Be negligent in protecting the ICT and services, or the information you can access from it.

Monitoring of MOD ICT

29. The MOD monitors its ICT to help protect its information and its ICT, and to check that personnel are not breaking the law. Personal data collected during monitoring will only be used for the purpose for which it was gathered, and any further processing will be in accordance with the Data Protection Act 2018.