ICT ACCEPTABLE USE POLICY

Outlines the policy for acceptable use of ICT at the Academy

ICT Acceptable Use

Users are expected to utilise the network systems in a responsible manner. All computer systems will be regularly monitored to ensure that they are being used in a responsible fashion.

Below is a set of rules that must be complied with. This is not an exhaustive list and you are reminded that all use should be consistent with the Coritani Academy Safeguarding Policy, Staff Handbook and Code of Conduct:

1. I will not create, transmit, display or publish any material that is likely to: harass, cause offence, inconvenience or needless anxiety to any other person or bring the school into disrepute

2. I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.

3. I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group

4. I understand that staff under reasonable suspicion of misuse in terms of time, activity or content may be placed under retrospective investigation or have their usage monitored.

5. Privacy – I will not reveal any personal information (e.g. home address, telephone number, social networking details) of other users to any unauthorised person (see 21). I will not reveal any of my personal information to students.

6. I will not trespass into other users' files or folders.

7. I will ensure that all my login credentials (including passwords) are not shared with any other individuals, displayed or used by any individual than myself. Likewise, I will not share those of other users.

8. *I will ensure that if I think someone has learned my password then I will change it immediately and/or contact the Centre Manager*

9. If I find an unattended machine logged on under other users username I will **not** continuing using the machine – I will log it off immediately.

10. I will not use personal digital cameras or camera phones for creating or transferring images of children and young people without the express permission of the school leadership team.

11. I am aware that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Anonymous messages are not permitted.

12. I will report any accidental access, receipt of inappropriate materials or filtering breaches/ unsuitable websites to *the Centre Manger.*

13. I will not use "USB drives", portable hard-drives, tablets or personal laptops on the network without having them "approved" by the school and checked for viruses.

14. I will not attempt to visit websites that might be considered inappropriate or illegal. I am aware that downloading some material is illegal and the police or other authorities may be called to investigate such use.

15. I will not download any unapproved software, system utilities or resources from the Internet that might compromise the network or are not adequately licensed.

16. I will not accept invitations from children and young people to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

17. As damage to professional reputations can inadvertently be caused by quite innocent postings or images - I will also be careful with who has access to my pages through friends and friends of friends. Especially with those connected with my professional duties, such a school parents and their children.

18. I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to, are not confused with my professional role in any way

19. I will support and promote the school's e-safety and Data Security policies and help students be safe and responsible in their use of the Internet and related technologies

20. I will not send or publish material that violates Data Protection Act or breaching the security this act requires for personal data, including data held in SIMS.

21. I will not receive, send or publish material that violates copyright law. This includes materials sent / received using Video Conferencing or Web Broadcasting.

22. I will not attempt to harm or destroy any equipment or data of another user or network connected to the school system.

23. I will ensure that portable ICT equipment such as laptops, digital still and video cameras are securely locked away when they are not being used.

24. I will ensure that any Personal Data (where the Data Protection Act applies) that is sent over the Internet (or taken offsite in any other way) will be encrypted or otherwise secured.

Staff User Agreement Form for the Staff Acceptable Use Policy

As a school user of the network resources, I agree to follow the school rules (set out above) on its use. I will use the network in a responsible way and observe all the restrictions explained in the school acceptable use policy. If I am in any doubt I will consult the Centre Manager.

I agree to report any misuse of the network to Centre Manager.

I also agree to report any websites that are available on the school Internet that contain inappropriate material to Centre Manager.

Lastly I agree to ensure that portable equipment such as cameras or laptops will be kept secured when not in use and to report any lapses in physical security to Centre Manager

If I do not follow the rules, I understand that this may result in loss of access to these resources as well as other disciplinary action. I realise that staff under reasonable

suspicion of misuse in terms of time or content may be placed under retrospective investigation or have their usage monitored.

Staff Name: _____

Staff Signature _____

Date: _ _ /_ _ /_ _ _ _