



HALE CE

PRIMARY SCHOOL

ACCEPTABLE USE POLICY

*H*ear of the community

*A*ccepting everyone

*L*ove of God and neighbour

*E*xcellence for all

Signed -----

Date-----

Signed -----

Date-----

Conditions of Internet Use Agreement for School Staff

All members of staff are responsible for explaining the rules and their implications.

All members of staff need to be aware of possible misuses of online access and their responsibilities towards pupils.

The computer system is owned by the school and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited and e-mail sent or received. Computer storage areas (including any external storage media you bring to school) will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

Staff and pupils requesting Internet access should sign a copy of this Acceptable Use Statement and return it to the office for approval and storage.

- All Internet activity should be appropriate to staff's professional activity or the pupil's education.
- Access should only be made via the authorised accounts and passwords, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is excluded. Damaging computers or network is not allowed.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, political purposes or advertising is excluded.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is excluded, use of obscene language is forbidden.
- Violation of the above code of conduct will result in a temporary or permanent ban on Internet use.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.
- Sending or displaying offensive messages or pictures is forbidden.
- Harassing, insulting or attacking others is forbidden.
- Intentionally wasting limited resources is forbidden.

Full name:

Position in school:

Signed:

Date: