

# Churchdown School Academy



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## Staff Acceptable ICT/Internet Use Policy

### Governors' Policy Document 2016

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# Staff Acceptable ICT/Internet Use

## Statement for Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's ICT and Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system having notified the user concerned first. All internet sites accessed are audited and this log will be inspected periodically.

- Access to the network should only be made via the authorised account and password, which must not be made available to any other person.
- Although the school's email system is meant for business use, Churchdown School allows personal usage if it is reasonable and does not interfere with work.
- Any portable computer issued to you under this policy remains the property of Churchdown School.
- On termination of employment or for extended absences, Churchdown School will require the portable computer and any accessories to be returned.
- Churchdown School reserves the right to demand the portable computer be returned at any time. A maximum of seven calendar days is acceptable between the request to return the portable computer and it being returned.
- All internet activity should be appropriate to staff professional activity; internet use for personal research should not be excessive and should be done outside curriculum time.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- The Data Protection Act must always be considered when accessing information on the school databases.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As email 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 or portable computers to access inappropriate materials such as pornographic, racist or offensive material is strictly forbidden

- Should any user find that a piece of equipment does not work correctly they are to report it to a member of the support team and not attempt to repair it themselves.
- Any user who causes damage intentionally or through neglect to any equipment may be refused the right to further use of the equipment and may be asked to cover costs towards any repairs or replacements.
- It is forbidden for members of staff to store illegal music, videos or software on their portable computer.
- School staff are not permitted to install software on their portable computer.
- School email accounts can be monitored or managed without prior notification if Churchdown School deems this necessary.
- It is forbidden for any user on the network to access social networking sites of any kind whilst using school ICT equipment.
- Personal data should not be stored on pen drives that have been issued by Churchdown School.
- School staff members are responsible for the security of their portable computer; it must not be left unattended, even for a short period of time, in any public place.
- School staff should not accept students as friends on social networking sites.