



## Policy for acceptable use of computers by staff and visitors

The Internet and computers provide a valuable contribution to enhancing learning and understanding in all areas of the school curriculum. As a result, it has become an important part of the educational environment. The school's Acceptable Use Policy has been drawn up to protect all parties - adults and the school.

All staff and pupils at the school are required to sign the Acceptable Internet Use Statement. This document has been drawn up to protect anyone using the internet and computers in school. The school reserves the right to keep a detailed log of computer files and internet sites visited. Staff and visitors should be instructed in the responsible use of the ICT facilities in the school.

Staff and visitors should not:

\_ Knowingly view, or try to view, create or transmit material that is designed or likely to cause annoyance, inconvenience, anxiety or offence

- \_ Knowingly view, or try to view, create or transmit defamatory material
- \_ Knowingly obtain, try to obtain, create or transmit material that infringes copyright
- \_ Gain deliberate unauthorised access to facilities or services
- \_ Knowingly introduce, or cause to be introduced, viruses to the computer systems or network
- \_ Create unsuitable file names

If staff or visitors are found to infringe these guidelines, then the incident will be reported to the Head Teacher.

#### Computer Misuse Act 1990

The Computer Misuse Act identifies three specific offences:

1. Unauthorised access to computer material
2. Unauthorised access with intent to commit or facilitate the commission of further offences
3. Unauthorised modification of computer material

It should be noted that breach of this Act could result in criminal proceedings.

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 following guidelines are considered 'Acceptable Use':

- \_ Access should only be made via authorised username and password, which should not be made available to any other person
- \_ Activity that threatens the integrity of the school ICT systems, or that attacks and corrupts other systems is forbidden

- \_ All Internet use should be appropriate to staff professional activity
- \_ Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed
- \_ Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- \_ The same professional levels of language and content should be applied as for letters or other media, particularly as e-mails are often forwarded
- \_ Posting anonymous messages and forwarding chain letters is forbidden
- \_ Legitimate private interests may be followed, providing school use is not compromised and is not done during teaching time
- \_ Use for financial gain, gambling, political purposes or advertising is forbidden

**Policy Reviewed 18.01.13**

**Review March 2016**