St Anne's School and Sixth Form College

Acceptable Use Policy

Updated September 2018

---

1. INTRODUCTION

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this relates to the school ethos, safeguarding, anti-bullying and the online safety policy.

2. FUNDAMENTAL PRINCIPLES

All staff who use the school and residence equipment to access the internet, must sign to state that they will adhere to the principles listed below.

The computer systems are owned by the school and are made available to all staff to enhance their professional activities including teaching, research, administration and management. The schools Internet Acceptable Use Policy if abided too will protect all parties – pupils, 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 internet sites visited. The ICT support company, theonepoint, manage restrictions in relation to appropriate access. Some sites are 'blocked' for the protection of the pupils at St. Anne's – however all internet activity should be appropriate to staff professional activity.

Staff may use the internet for personal purposes ie. on lunch breaks and out of their normal working hours, but must adhere to the points below:

- Personal use must be kept to a reasonable level and may be monitored.
- Emails should contain appropriate and professional language and content.
- Do not give personal email addresses or website / social networking sites details to children or young people.
- Do not use emails, social networking sites, or other internet systems of any kind to send personal messages to a child or young person
- Users are responsible for all emails sent and received.
- Copyright of materials must be respected.
- Activity that threatens the integrity of the school's ICT systems, or activity that attacks or corrupts is forbidden.

- Posting anonymous messages and forwarding chain letters is forbidden.
- Membership of chat rooms is forbidden.
- Use for personal finance and gambling is forbidden.
- Use for political purposes, advertising or accessing games is forbidden.
- Use to access inappropriate materials ie pornographic, racist, or offensive material is forbidden.
- Purchasing of goods and services for personal use is forbidden.

3. ROLES AND RESPONSIBILITIES

- Staff should report any inappropriate internet related communication by a child or young person to the Designated Safeguarding Lead (DSL) and / or Online Safety Officer asap.

- Managers are responsible for ensuring the acceptable use policy is adhered to at all times in respect of the employees they manage.

- Failure to adhere to the standards of conduct may result in formal disciplinary proceedings.