ACCEPTABLE USAGE POLICY

STAFF

FOREST OAK SCHOOL

&

MERSTONE SCHOOL

Reviewed: July 2016

This acceptable usage policy is for schools to outline present rules and expectations for using ICT in those schools. This acceptable usage policy applies to all adults (for example staff, parents, volunteers) using the school network. A copy of this policy must be signed before any adult accesses the school network.

All users are responsible for good behaviour when using the school's network. Access to the internet is provided for users to conduct research in support of their work and email is provided to allow appropriate communication with others. Please remember that access is a privilege, not a right and that access requires responsibility.

Internet access and email are filtered to prevent access to unsuitable content. However, it is important that users also act responsibly as all filtering systems are fallible. The school uses monitoring software.

General Network and Computer Rules

Access to the network must only be made with the provided authorised account and password, which must not be available to any other person.

The following are not permitted:

- Installing or attempting to install programs of any type without permission
- Using the network to access inappropriate material such as pornographic, racist or offensive material.
- Damaging, disabling or affecting he operation of computers.
- Using the network for personal financial gain, gambling, political purposes or advertising.
- Trespassing in others' folders, work or files other than those in shared files.
- Using the school's computer system to play unauthorised non-educational games.
- Using removable media (such as portable hard drives and memory sticks) without being checked for viruses before use
- Creating or transmitting any offensive, obscene or indecent images, data or other material
- Sharing of any network or systems access credentials, such as logons and passwords with anyone including other school staff

Email Rules

Users are responsible for all emails sent, and for contacts made which may result in an email being received. As email can be forwarded or inadvertently be sent to the wrong person, the same professional level of language and content should be applied as for letters or other media.

If you suspect that an attachment, email or other material sent to you which you want to download, might contain a virus, you must not open the attachment or download the material without authorisation.

The following is not permitted

- Use of obscene language
- Posting anonymous messages and forwarding chain letters
- Sending or displaying offensive messages or pictures
- Use email to harass, insult or attack others
- Give out personal details such as address or telephone number

Sanctions

Violations of these rules **will** result in withdrawal of access to ICT resources and will result in disciplinary actions deemed appropriate by the school. Where applicable, police or the local authority will be involved or other legal action taken.

As a user of the School's network and internet, I observe all the restrictions outlined above and agree to comply with them on its use.

Signed _____   Date _____

PRINT NAME: _____