

## Responsible Internet and Network Use - Staff

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Students must not be allowed to use staff ICT equipment (PDAs, laptops) as through this, they would have access to confidential information. Also, any infringements to this document would be traced back to the member of staff, not the student.
- Access must only be made via the user's authorised username and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms such as BEBO and MySpace, is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Staff are responsible for the legality of software that they install on their laptops.
- Staff are responsible for the use of their laptop in their home. They should be aware that the majority of websites visited leave evidence on the computer in the form of the history, cookies and images.
- Irresponsible use may result in the loss of Internet access and/or access to the school network.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

I understand that the school will take all reasonable precautions to ensure students and staff cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Signed: .....

Print: .....

Date: .....