

RESPONSIBLE USE OF COMPUTERS STATEMENT

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration, and management. The schools Responsible Use Policy for the network, has been drawn up to protect all parties – the students, staff, school and the LEA.

All activity should be appropriate to staff professional activity of the student's education.

- I will take responsibility for supervising pupils' usage of computer equipment and I understand that I can access pupils' files but will only do so if it is relevant to my day-to-day work at school.
- I will not use for personal financial gain, gamble, political purposes or advertising and copyright of materials will be respected.

Access to the network should only be made via the authorised account and password, which should not be made available to any other person.

- I will not allow anyone to use my username and password whatever the circumstances. This includes guests or friends who may visit the school.
- If I believe that someone has discovered my password then I will inform either my teacher or the ICT Technicians immediately and request that it be changed.

Activity, which threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.

- I will not amend or delete any files other than those contained within my own network space.
- I will not download and install software from the Internet or install programmes from CD ROM, Floppy disk or other media onto any school computers (including laptops). The only exception to this can be documents (spreadsheets, databases, PDF files, word documents etc) from recognised sites that I require to carry out my duties within the school.

Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.

- I will not post anonymous messages or forward chain letters.
- I will not use strong language or offensive language in e-mail messages. (As e-mails can be forwarded or inadvertently be 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 to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

- I will not attempt to access or encourage others to access any Internet sites I know to be pornographic, or that contains reference to hate speech, racism, hacking, chat, violence, illegal music files, games or any sites that are not work related.

The school is registered with the Data Protection Agency and confidentiality of material must be maintained as specified in the regulations.

- I will take all reasonable precautions, including the use of screensavers with passwords, to make sure personal data I am working on is never seen by others.

The school or LEA may exercise its right by electronic means to monitor the use of the school's network systems. This can include the monitoring of websites, interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer network is, or may be, taking place, or the system is, or may be, used for criminal purposes or for storing text, imagery or other files which are unauthorised or unlawful. Where appropriate, the school or LEA may request the assistance of outside agencies.