

# **Barnton Community Primary School**

## **ICT Acceptable Use Policy (Staff) and Agreement**

### **1. Policy Statement**

Barnton Community Primary School computing facilities are provided to enable students to further their education and staff to enhance their professional activities including teaching, research, administration and management.

Permission to use the facilities is conditional upon the user signing an agreement to abide by the “Acceptable Use Policy”. Any breaches of this policy will be treated as a disciplinary matter and dealt with appropriately.

The use of the computer system without permission or for a purpose not agreed by the school could result in disciplinary procedures.

The school may exercise its right, including by electronic means, to monitor the use of the schools’ computer systems, including the monitoring of web-sites visited, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorized use of the schools’ 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 unauthorized or unlawful.

Where misuse of the system is suspected the IT Manager will immediately remove the user’s access rights pending an investigation.

### **2. Policy Declaration**

I agree to the following:

Only to access the system with my own user name and password, which I will not divulge to anyone.

Not to access other people’s files.

To neither logon with other people's username nor allow others, staff or students, to use

my logon.

To log off correctly and leave the equipment set up ready for the next person to use.

To never leave a computer unattended unless I have logged off or locked the desktop.

To use the computers for Barnton Community Primary School business only during the normal daily teaching hours.

Only to access my email in non contact time.

Not to use my Barnton Community Primary School email account for personal business nor use my personal email for Barnton Community Primary School business.

To abide by the Data Protection Act and only store students data if absolutely necessary.

To only store pupil data on encrypted removable drives.

To only e-mail student data that is encrypted to and from work email accounts.

The messages I send will be polite and responsible.

Not to send anonymous messages or forward chain letters and I will not send messages which appear to come from someone else.

To report any unpleasant material or messages sent to the Headteacher

Not to compromise the security of ICT systems, whether owned by the school or by other organisations or individuals (including attempting to bypass Internet security filters). E.g. making sure USB sticks are clean, not using proxy servers, not to share passwords, or let children log on as staff.

Not to use my own software on the network.

I understand that copyright and intellectual property rights must be respected.

I understand that the school may check my computer files and monitor the Internet sites I visit and the contents of my email messages.

To be economical with printing and to preview and spell check my work before printing.

Not to copy or download music or video files to the school network if it is for personal use.

To aim to keep my file storage to a minimum and delete files not used regularly.

To limit my personal internet access to outside contact or contracted time.

Not to deliberately visit any internet sites that would not be considered responsible or appropriate in a place of work or education.

To behave in a sensible and responsible way when using social networking sites and not being seen to bring the school or themselves into potential disrepute by the type of postings they make.

To report any contact made by pupils on social networking sites to the Headteacher.

To encourage pupils and staff to use the internet responsibly inside and outside of school.

Name:.....  
.....

Date:

Signed:.....

Approved by: \_\_\_\_\_

**Chair of Governors**

\_\_\_\_\_

**Headteacher**

Date: \_\_\_\_\_

\_\_\_\_\_

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