

Hebburn Comprehensive School
ICT Acceptable Use Policy
Staff Guidelines

These guidelines are intended to be a summary of the main points in the school's ICT Acceptable Use Policy relating to staff.

Computer/Network Rules

- You must not install or attempt to install programs of any type on any school computer/laptop. This will be done by ICT Support.
- No unlicensed software should be used. If any is discovered it must be reported to ICT Support.
- You must not connect external equipment to computers without the guidance of ICT Support.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.
- Always keep your password to yourself. The security of the network depends heavily upon this.
- Log-on, Internet and SIMS passwords must be different to enhance security.
- Passwords must be changed if it is suspected that they have been compromised.
- Pupils must not use staff areas – this includes lesson attendance software.
- Never leave a computer logged on and unlocked – it is then open to abuse by pupils.
- Computer storage areas are not private. ICT Support and the SLT may view your files and communications.
- E-mails and Internet history may be viewed by ICT Support and the SLT.
- The storage of music and video files is not permitted unless directly concerning school work.

Internet

- The overriding principle guiding the use of the internet is that it must not breach professional standards that are clearly essential and expected in a school responsible for the education, well-being and safeguarding of children and young people.
- The Internet is not for private use in working hours or when in the presence of pupils (Bookings, e-bay, etc.).
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- All Internet use is monitored and logged. Improper use may result in an investigation and the implementation of disciplinary procedures.
- You must abide by copyright laws.

E-mail

- E-mails must be treated like any other formal communication – assume they can be read by anyone and that they are not private.
- Copyright law applies to e-mails – they must not be used to circulate copyrighted materials.
- Only open attachments to e-mails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer and could damage the school network.
- If you receive an e-mail containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to the SLT.