Responsible Use of Computers, ICT Equipment, Internet and Email (Staff)

The Computer Network (including laptops and other ICT peripherals) is owned by the school. This statement helps to protect staff by clearly stating what use of computer resources is acceptable and what is not. The use of any part of the Computer Network without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

1. All network access must be made via the user’s authorised account and password, which must not be given to any other person.
2. All users accounts can and will be monitored as directed by the Head Teacher.
3. School computer use and Internet use must be appropriate to staff professional activity. Where laptops have been provided, they may be used outside the school’s premises for professional activities only. Laptops are not covered by the school’s insurance when they are off school property. They must not be left unattended at anytime, both on and off school premises.
4. School systems and resources must not be used under any circumstances for the following purposes:

* to communicate any information that is confidential to the school or to communicate/share confidential information which the member of staff does not have authority to share
* to present any personal views and opinions as the views of the school, or to make any comments that are libellous, slanderous, false or misrepresent others
* to access, view, download, post, email or otherwise transmit pornography, sexually suggestive or any other type of offensive, obscene or discriminatory material
* to communicate anything via ICT resources and systems or post that may be regarded as defamatory, derogatory, discriminatory, harassing, bullying or offensive, either internally or externally
* to communicate anything via ICT resources and systems or post that may be regarded as critical of the school, the leadership of the school, the school’s staff or its pupils
* to upload, download, post, email or otherwise transmit or store material that contains software viruses or any other computer code, files or programmes designed to interrupt, damage, destroy or limit the functionality of any computer software or hardware or telecommunications equipment
* to collect, store or send personal information about children or adults without direct reference to The Data Protection Act/GDPR
* to use the school’s facilities to undertake any trading, gambling, other action for personal financial gain, or political purposes, unless as part of an authorised curriculum project
* to use the school’s facilities to visit or use any online messaging service, social networking site, chat site, web-based email or discussion forum not supplied or authorised by the school
* to undertake any activity (whether communicating, accessing, viewing, sharing. uploading or downloading) which has negative implications for the safeguarding of children and young people.

Any of the above activities are likely to be regarded as gross misconduct, which may, after proper investigation, lead to dismissal. If employees are unsure about the use of ICT resources including email and the intranet, advice should be sought from a member of the Senior Leadership Team or Computing Coordinator if applicable.

1. Copyright and intellectual property rights must be respected.
2. The use of personal email accounts within school is strictly prohibited. Certain members of staff are provided with a school email account which can be used for communication with third party as directed by the Head Teacher.
3. All email accounts are monitored by the Head Teacher, supported by the ICT Technician. Emails should be written carefully and politely and authorised before sending, in the same way as a letter written on school headed paper.
4. The forwarding of chain letters via email is not permitted.
5. In accordance with the procurement procedures of the school, individuals must not order items via the Internet or by email. Any orders must be processed by the designated office staff.
6. The use of Internet Chat rooms, Instant messaging services and Internet Notice Boards is strictly prohibited unless authorised for professional activity by the Head Teacher. Microsoft Teams is an exception.
7. The use of portable media such as floppy disks, memory sticks and CD-ROMs is not allowed without permission from the Head Teacher or Computing Coordinator.
8. Downloading applications or software from the Internet or from CD-ROMs is not allowed without permission from the Head Teacher or Computing Coordinator.
9. Computers, particularly laptops, will be regularly serviced by the ICT Technician. Please tell the Computing Coordinator or ICT Technician immediately if you have concerns about a machine.
10. Staff should consider carefully if they need a hardcopy of a document before they print, especially if they are printing a large, coloured document.
11. Children must not use the Internet or the school’s email unsupervised at any time. If a teacher wishes pupils to use the Internet or email, this must take place in a room where a member of staff is present at all times.
12. Peripherals are kept in the ICT Technician’s office which is out of bounds to all staff except: the Head Teacher, the ICT Technician, the Computing Coordinator and other individuals granted permission by the Head Teacher.
13. Digital cameras and digital videos may only be used for school activities. Care must be taken when taking photographs of children which may only be used within the school. If photographs are required for external presentations, the Head Teacher must be consulted before they are used. After using the digital cameras/videos, any photographs should be stored appropriately on the system and the SD card cleared before returning the camera to its storage location.
14. Personal cameras, including Smartphones are not permitted for the usage of photographing children.
15. Smartphones are not permitted to be used for the sending or receiving of school related data and information, unless the device has been provided by the Academy Trust.
16. Take care around all ICT equipment, always follow safety advice and report any breakages or problems, however minor they may seem, immediately to the Computing Coordinator or ICT Technician.

Declaration of Understanding:

I confirm that I have read and understood the Responsible Use of Computers, ICT Equipment, Internet and Email (Staff) policy. I understand that the school may exercise its right to monitor the use of the school’s computer systems, including access to web sites, the interception of email and the saving and retrieval of files contained in the Network User areas and on laptops. I accept receipt of the laptop below on the understanding it is for professional use only and the school has the right to request the return with immediate effect wherever it sees fit.

Signed……………………………………………….

Name in Print……………………………………….

Laptop Number…………………………………….

 Date………………………………………………….

**Acceptable Use of the School Computers**

**Pupil and Parent Agreements**

Dear Parent/Carer,

All pupils at Highfield South Farnham School will use the computer facilities, including the Internet, as part of their learning and as required by the National Curriculum. The school takes every reasonable precaution to keep pupils safe and to prevent them from accessing inappropriate materials.

These steps include:

* a filtering system
* a monitoring system
* vigilant oversight of all pupils’ computer files and Internet access
* the teaching of Online Safety
* the requirement that pupils and parents/carers observe Online Safety rules

Computing provides an exciting and challenging learning opportunity for the children that embraces the technology and methodology which is such an important part of our world.

We would like both pupils and parents/carers to sign the agreements to show that the Online Safety rules have been read and understood.

Please would you be so kind as to read, sign and return the agreements attached to the school office.

Yours Sincerely

Mr Gregory West

Headteacher

**Acceptable Use of the School Computers**

**Pupil Agreement**

As a pupil of Highfield South Farnham School :

1. I will take care of the school computers.
2. I will not give my username and/or password or any personal information to anyone.
3. I will only use the Internet when I have been given permission by an adult.
4. I will only use websites provided by a teacher or a teaching assistant.
5. I will tell an adult if I see anything that makes me uncomfortable, worried or unsure.
6. I will always be polite and friendly when I write messages on the internet.

……………………………………………………………………………………………………………………………………

**My Name: .………………………………………………………………………………………**

**Date: ………………………………………………………………………………………………**

**Please complete, sign and return to the school office**

**Acceptable Use of the School Computers**

**Parent/Carer Agreement**

As a Parent/Carer of a pupil at Highfield South Farnham School:

1. I have discussed the Pupil Agreement with my child to ensure their understanding.
2. I accept that, ultimately, the school cannot be held responsible for the nature and the content of materials accessed through the internet but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.
3. I understand that the school is not liable for any damages arising from my child’s use of the internet facilities.
4. I will support the school by promoting safe use of the Internet and digital technology at home and I will inform the school if I have any concerns over my child’s Online Safety.
5. I will not distribute any photographic images of children on social media networks or using any other photographic format.

………………………………………………………………………………………………………………………………………………

**Name (Printed): …………………………………………………………………………………**

**Parent /Carer Signature: .………………………………………………………………….**

**Date: ………………………………………………………………………………………………**

**Please complete, sign and return to the school office**

**Acceptable Use of Computers, IT Equipment, Internet and Email (Visitor)**

1. I understand that I have been given use of the school internet and/or the school’s systems and networks in order to carry out a specific job for the school.
2. I understand that it is a criminal offence to use the systems and networks for a purpose not permitted by its owner.
3. I will use the school’s systems and networks for the purpose for which I have been given access.
4. I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
5. I will not install software without the permission of the Headteacher and Computing Coordinator.
6. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school’s systems and networks.
7. I understand that all my use of the internet and other related technologies can be monitored and logged and it can be made available, on request, to the Headteacher or my employer.
8. I will respect copyright and intellectual property rights.
9. I understand that if I disregard any of the above then it will be reported to my employer and serious infringements may be referred to the police.

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**Declaration of Understanding:**

I confirm that I have read and understood the **Acceptable Use of Computers, IT Equipment, Internet and Email (Visitor) policy**. I understand that the school may exercise its right to monitor the use of the school’s computer systems, including access to web sites, the interception of email and the saving and retrieval of files contained in the Network User areas and on laptops.

**Full Name: ………………………………………………… (Printed) Company: ………………………………**

**Signed: ……………………………………………………………………… Date: ……………………………**