

Ocklynge Junior School  
Acceptable Computer/Internet Use Statement for Staff September 2015-16

The computer system and the school laptops are owned by the school and are made available to staff to enhance their professional activities, including teaching, research, administration and management. This policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

All staff with access to the school system should read, sign and return this policy to the office for approval.

- You must only access the school network via your authorised account and password, which must not be made available to any other person. You are not permitted to allow others to access the school system through your account.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- Laptops and computers are provided by the school to enable staff to carry out their responsibilities both at home and school. You are responsible for ensuring that any external applications that is added is not to the detriment of this.
- You must not use a personal email account to carry out school business. School business should only be carried through school based accounts.
- Any communications with children must take place through the school subscribed websites (e.g. Student Jottor) or school provided e-mail. Under no circumstances should teacher have pupil contacts on their personal (home) email or through social networking sites.
- When saving work from home, if possible, save to the School Network via Citrix. Unencrypted memory devices e.g. USB stick or SD cards should not be used.
- Copyright of materials must be respected, you should not copy copyright protected content onto the school system.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail 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 for personal financial gain, gambling, political purposes or advertising is forbidden, and if discovered may lead to disciplinary proceedings up to and including dismissal. Such uses may be reported to outside agencies for further action.
- Use of the network to access inappropriate materials, such as pornographic, racist or offensive material, is forbidden.
- Staff will not publish material anywhere that is harmful to individuals or to the reputation of the school.
- **Failure to observe these guidelines will be treated as a serious breach of professional conduct and will be dealt with under the staff disciplinary procedures.**

Full name \_\_\_\_\_ Post \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_