

ICT Acceptable Use Policy for all adults working at QEGS, Alford

All adults using ICT equipment within the school must ensure that they have read and abide by the Acceptable Use Policy. If they are found to have contravened any of the requirements they may face disciplinary action.

The school's ICT systems and network cannot be regarded as private, and user accounts will be subject to random monitoring. They should be used primarily for school purposes but **occasional** personal use is permitted. All ICT activities must conform to the norms of moral decency and not contravene ICT or other relevant legislation.

When using ICT equipment I will not

- give anyone access to my login name or password (unless authorised by the headteacher)
- attempt to introduce any unlicensed applications
- corrupt, interfere with or destroy any other user's information
- release any personal details of any colleague or pupil over the Internet
- use the school internet access for business, profit, advertising or political purposes
- leave my account open at the end of a session
- engage in any activity which might compromise the security of the school network

When using e-mail I will

- observe 'netiquette' on all occasions. E-mail should not be considered a private medium of communication and great care should always be taken over content, because of the possibility of public scrutiny.
- not include offensive or abusive language in my messages nor any language which could be considered defamatory, obscene, menacing or illegal
- not use language that could be calculated to incite hatred against any ethnic, religious or other minority
- make sure that nothing in messages could be interpreted as libellous
- not send any message which is likely to cause annoyance, inconvenience or needless anxiety
- not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes

When using the Internet I will

- watch for accidental access to inappropriate materials and report any offending site so that action can be taken
- check copyright before publishing any work and ensure that any necessary permissions are obtained
- ensure that the school's photo policy is strictly adhered to
- report any breaches of the Internet policy