



UNLOCKING YOUR  
CHILD'S POTENTIAL

## “Acceptable Use (Staff) Policy”

Agreed by Governing Body: 04.03.15.



It is a requirement that all computer equipment in school is used responsibly and safely. Before you are granted access to the school's network and web services, all staff are required to agree to our Acceptable Use Policy.

## **I agree to follow these rules when using the school network, learning platforms, email and internet facilities:**

- I will always keep my passwords a secret.
- I will change my password at least one every half term.
- I will not attempt to gain unauthorized access to the school network or to any other computer system found on the Internet.
- I will not attempt to log on using another person's username and password with or without their permission. This also includes email and the VLE.
- I will not attempt to access another person's files or personal information.
- I will never leave a computer logged on and unattended. Failure to do so may leave sensitive and personal data unprotected and easily accessible by other students or staff.
- I will not interfere with, damage or vandalise any ICT equipment. If I do, I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.
- I will not attempt to upload unsuitable, illegal or unauthorised files onto the school network.
- I will not bring unsuitable, illegal or unauthorised files into school on any form of portable media storage device, including mp3 players, iPods, mobile phones or other handheld devices.
- For security reasons, I will ensure that no student can access my computer. If I think someone else has obtained my login details, I will report it immediately to the ICT Support team to get my credentials changed.
- I will not use the school network to access any unsuitable internet sites, including games websites (other than educational games), proxy websites, pornographic websites, file download or shareware websites or social networking sites.
- I will not attempt to access videos, sound or other files that contain unsuitable or illegal material which may bring the school in to disrepute.
- I will not use social networking sites to contact students (current and past) from The De Montfort School staff (for example, Facebook, Twitter, etc...).
- I will not use Social Network Sites in school.
- I understand that my @tdms.worcs.sch.uk email address is a work email and I will only use it for professional purposes. I will not use my school email address as a contact for social networking sites.
- I will take personal responsibility to check the copyright status of any material that I obtain from the internet, or post on to the internet.
- I will not use the school's internet access for financial gain, gambling or for advertising.



- I will report any misuse of the internet, unsuitable content or activities immediately to a member of the Leadership Team.
- I will not attempt to release viruses, or carry out any other malicious practice that contravenes the Computer Misuse Act 1990.
- I will abide by all other relevant government legislation concerning appropriate use of the internet.
- I understand that my computer access in school is routinely monitored. This also includes internet access and email and that this information could be made available to my line manager on request.
- I will use my email account and other web services responsibly.
- I will leave my computer and surrounding area clean and tidy.
- I will seek advice from the ICT Support Team before ordering any ICT equipment for my department.
- I will use an encrypted storage device such as a USB memory stick or external hard drive when transferring data between home and school. Alternatively, I will use the more secure remote access rather than moving files.
- I will not display sensitive information or personal data on a public display or projected image. This includes student data in SIMS.

## **Additionally, when using social network sites...**

- Do not communicate with current pupils on any social networking sites such as Twitter, or Facebook. It is also recommended that staff do not communicate with past pupils as well.
- Do not disclose private and confidential information about students, parents or member of staff on social networking sites and other publically accessible open forums/websites.
- Never discuss or reveal any matters relating to the school, pupils, staff or parents on social networking sites and other publically accessible open forums/websites.
- Do not write abusive comments about staff, pupils, parents and the school which might be visible by the public.
- Never post images of pupils. The school has an official Facebook and Twitter page where suitable pictures will be posted, with the permission of the child and their parents or guardians.

## **Sanctions**

I recognise, understand, and agree to the following sanctions as consequences for unacceptable use of The De Montfort School network, learning platforms, email and internet facilities

1. The suspension of all network, Internet and email privileges on a temporary or permanent basis.
2. Referral to a member of the Leadership Team (who will then decide on appropriate action) or to other relevant authorities including, where necessary, the Police.