



Archbishop Illesley Catholic Technology College & Sixth Form Centre Computer & Internet Policy

The School's computer network is well established and plays a big part in the education of pupils and others at Archbishop Illesley. In school access to the Internet is provided for the purposes of educational research and learning. We have developed the following policy for staff and students to provide rules and safeguards for appropriate use of all computer equipment. Staff are requested to read this agreement carefully.

Staff Agreement

All staff have a responsibility to ensure that Internet and Email facilities are used in an appropriate fashion to support them to carry out their duties in school. The use of school resources and hardware for personal use is acceptable. However, this must not happen at a time when a colleague is involved in the execution of their professional duties.

In becoming an employee of Archbishop Illesley School all staff accept and acknowledge this policy and the principles of good professional practice and agree to the following:

- I will refrain from accessing any Newsgroups, links, list servers, Web pages or other areas of cyberspace that would be considered offensive in the judgement of the school's Head teacher (or delegate) because of pornographic, racist, violent, illegal, illicit or other content.
- Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogues and information accessed/reviewed by me.
- I will report any incident where a colleague uses school equipment in an unacceptable manner which breaches any aspect or principle of this policy.
- I will not take ICT equipment home without obtaining prior permission from the Head teacher (or delegate).
- The school has effective web content filtering, but not all offensive material will automatically be detected. I will not try to 'cheat' the filtering system, and search for information of an offensive nature.
- I accept responsibility to keep copyrighted material from entering the school. Therefore I will not download software, games, music, graphics, videos or text materials that are copyrighted. I will not violate any copyright laws by posting or distributing copyrighted materials.
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself.
- I will not damage computers, computer systems or networks. Furthermore, if I discover any methods of causing such damage I will report them to the Head of ICT and I will not demonstrate them to others.
- I will not attempt to change any computer, monitor or software settings on any school computers.
- I will abide by the current sign-on procedures for access to the computer network, respect other people's work and not attempt to access it on the network by using either alias's or passwords that are not mine.
- The entire network is protected by anti-virus software. Staff are advised to use anti-virus software on home computers and laptops. If a virus is reported on screen, a member of ICT staff should be informed immediately.
- The Network manager carries out daily network back ups. I will, however, attempt to save my own work correctly and use sensible file management techniques at all times.
- I will not take digital photographs, or edit digital images of staff or pupils without their consent.
- I shall not store sensitive student information on any device that leaves school premises. Should I need to store sensitive student information then I shall seek guidance from the ICT Support Department and permission from the school's child protection officer. I also acknowledge that I am responsible for the security of that data.
- If I violate any of the terms of this agreement, I will be denied access to the Internet and/or computers for a time to be determined by the Head teacher and may face further disciplinary action.

Staff Name: _____

I acknowledge receipt of the school's Computer & Internet policy and agree to abide by its terms and conditions.

Signed: _____ **Date:** _____

Please complete & return to B. Bloomer