

## **Provision**

Computers, laptops and other networked resources, including Internet access and mobile technologies, are available to staff in the school.

These resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. It is expected that staff will use computers as appropriate within the curriculum and that they will provide guidance and instruction to pupils in the use of the online curriculum. The computers are provided and maintained for the benefit of all staff, who are encouraged to use the online resources available to them.

## **Equipment**

- Do not install, attempt to install, or store programs of any type including screen savers, backgrounds and custom mice on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not connect mobile equipment to the network (e.g. laptops, tablets, PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.

## **Security & Privacy**

- Do not disclose your password to others, or use passwords intended for the use of others.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Do not attempt to bypass, security in place on the computers, or attempt to alter the settings, contact the computing coordinator or technician if you have any problems.
- Computer storage areas and USB storage devices can be monitored for purposes of safeguarding. Files and communications may be reviewed to ensure that users are using the system responsibly.
- Do not allow unauthorised access to data and resources on the school network system or other systems.
- Do not use the computers to cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere.
- Do not store any school data on personal machines. Staff members are provided with an encrypted USB stick which can be used to carry data but all data regarding children must be stored securely as a matter of law.

## **Safeguarding**

Any safeguarding issues should be reported to the designated Child Protection Officer and all Safeguarding Policy followed. Any E Safety issues should be referred to the E safety officer and follow all safeguarding procedures.

## **Internet**

- Do not access the Internet unless for school related activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not use social networks on the school systems or equipment with the exception of Makewav.es and Twitter for professional purposes. These are used a medium for sharing and displaying work or as an educational tool/communication with parents.

## **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed. When using school e-mail addresses, you are a representative of St Scholastica's school, Hackney Learning trust and the Diocese of Westminster.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.

- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of the ICT staff.
- Do not e-mail children or parents directly through the e-mail system. E-mails can be sent from the office if necessary. If adults or children wish to e-mail material in to school then they may send it to officeadmin@st-scholasticas.hackney.sch.uk

### Online presence

- All staff must be aware of and be responsible for their online presence. E.g. responsible use of social networks. This includes using an adequate privacy control on social networks and ensuring that any material that is public does not contravene the code of conduct. Please see section 3 in the online safety policy.

### Specifically for Laptops for Teachers

- Your Learning trust e-mail account will be your principal point of contact for all electronic communication.
- Each teacher is continuously responsible for the laptop issued. Fully comprehensive insurance is provided for each member of staff. It will cover every circumstance except if a laptop is stolen from a car. Do not leave your laptop in a car and/or ensure your car insurance covers the theft of a laptop valued at £1,000.
- Do not install, attempt to install, device drivers on the laptops without permission.

### Services

- There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damages suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

**Please read the ICT Acceptable Use Policy and Online safety policy - Staff Guidelines and other linked policies such as Safeguarding, Prevent, Staff Code of Conduct carefully. Only once the Agreement has been signed and returned will access to a laptop, the school network and the Internet be permitted. If any teacher violates these provisions, access to a laptop, the school network and the Internet will be denied and the teacher will be subject to disciplinary action.**

I have read and understand the above and agree to use the St-Scholastica's School computer facilities within these guidelines.

Staff Name

Staff Signature

Date

Agreed By Governors: 27th January 2016

Presented to staff: January 2016

Signed by Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

Signed by Head teacher \_\_\_\_\_ Date \_\_\_\_\_

Review date: January 2018