

## Rules for Responsible Computer & Internet Use and mobile devices

The computer system is owned by the school and is made available to staff to enhance their professional activities, including teaching, research, administration and management. The school's Internet Access 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 system or to monitor any internet sites visited. School email accounts are owned by the school and can be accessed by the head teacher at any time.

- Computers/ipads are to only to be used for work purposes and not for private use.
- All internet activity should be appropriate for staff professional activity or the pupils' education.
- Personal accounts for social media sites should not be accessed using school computers or iPads.
- Access to the network should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school computer network, or activity that attacks or corrupts other systems, is forbidden.
- Computers must be locked (⊞ + l) when left unattended.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.

The Vine Inter-Church Primary School  
Acceptable Internet Use Statement for Staff

- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mails 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 of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Passwords should be at least ten characters long containing capital letters, numbers and symbols and should not be used across multiple platforms. These must not be set to autosave.
- No mobile phones should be used in front of the pupils (only use in designated areas like staffroom, staff study, staff parking, SLT offices)
- No photos of pupils should be taken on personal devices.
- No food or drink should be consumed near computers or iPads.

I understand and accept that if I don't follow these rules I am in breach with Our Code of Conduct

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_