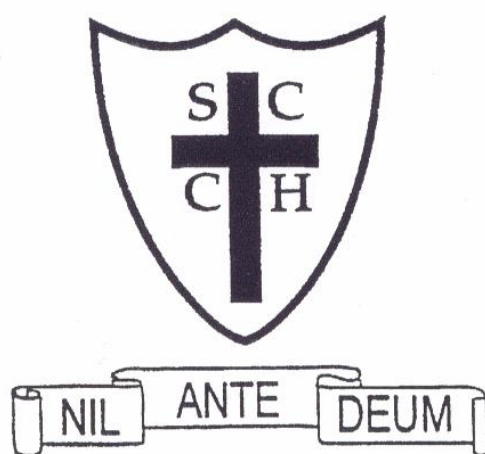


ST CATHERINE'S CATHOLIC HIGH SCHOOL



STAFF ACCEPTABLE USE POLICY

(To be read in conjunction with
E-Safety Policy)

Last Reviewed: January 2012

Review Date: September 2013

Introduction

All staff should act in a Christian Manner whilst using the school computers, as reflected in the schools Mission Statement and Basic Rules. It is a privilege to be a member of staff at St Catherine's Catholic High School, and involves a high level of responsibility and a sense of caring for others. When accessing the computers within school we expect:

- The individual user to act responsibly. This includes ensuring your password remains secret and not allowing any other person access to your user area.
- Respect the property. This includes both hardware and software.

The school at anytime can examine or delete any files held on its system. Senior Leadership Team (SLT) and the ICT department can monitor staff areas and delete/restrict access where it feels appropriate.

Aims:

The aims of this policy are:

1. To enable governors to accept responsibility in ensuring that computer systems and the internet within school are used in a respectful manner by all staff and that any occasion where there is cause for concern allow this to be treated seriously.
2. To allow all staff to access and use ICT facilities including the internet for educational purposes.
3. To clarify to staff expectations when using the school computer systems and the internet.
4. To encourage an environment that recognises the advantages of using computers and the internet.
5. To give staff the right to be safe and happy in school using the computer system, and to be protected.
6. To give all staff and parents positive advice and guidance.

The following are NOT permitted when using the school computer system:

- Sending/displaying offensive messages, images or sounds.
- Using obscene language in any spoken or written form.
- Harassing, insulting or attacking others both physically, verbally or written (eg use of email).
- Sending confidential or sensitive information to those who are not authorised to receive it.
- Damaging computer hardware.
- Damaging computer software (eg knowingly bringing in a virus on the school system).
- Violating copyright law.
- Sharing passwords to allow access on to the school computer system.
- Intentionally wasting resources.
- Knowingly accessing material considered unsuitable.
- Bringing into school material considered unsuitable and/or introducing it on the school system.
- Theft of equipment.

- Downloading unsuitable files onto the school system.
- Use proxy's within school to access other internet sites.
- Publish images of students from school without the permission of a parent/carer first
- Use personal equipment such as cameras, phones etc to take images/video of students.
- Communicate with students through means outside of the school facilities such as hotmail, social networking sites, personal mobile phones etc.

As a member of staff at St Catherine's you must:

- Have permission from a parent before publishing images of students
- Comply with Data Protection ensuring any data about students you teach is kept private.
- Abide by copyright.
- Be clear that this Acceptable Use policy applies to both your use of computer systems inside and outside of school.

Sanctions

The misuse of school's computer systems by a member of staff will be reported to the Headteacher. By failing to follow the acceptable use policy you could be subject to disciplinary action. This could include a warning, suspension, referral to governors/LA and in the event of illegal activities the involvement of the police.

Signed: Mrs P Sheard (Head)

Signed: Mr T Miskell (Chair of Governors)

Date ratified by Governing Body: January 2012

Date to be reviewed: September 2013