

St Helena's Church of England Primary School

*It is our responsibility to learn and achieve our dreams as a family.  
Opening minds, widening horizons and developing a better world.*

**Valuing Community, Compassion, Endurance, Friendship, Hope, Respect,  
Thankfulness, Wisdom**

**The Acceptable Use Policy: All adults Working in School.**

All adults working with ICT equipment within School must ensure and agree to abide by the Staff ICT Acceptable Use Policy.

General use:

- Do not give anyone access to your login name or password.
- Removable media should not be used to store sensitive information relating to School, Staff or Pupils.
- Only install software on your school laptop from trustworthy sources and abide by the conditions of any software licences.
- Do not open other people's files without express permission.
- Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school internet access for private, business, profit, advertising or political purposes is strictly forbidden.
- Users should log out when their session has finished.
- Staff should never use any personal electronic devices to take photos.

When using E-mail:

- Observe *netiquette* on all occasions.
- E-mail should not be considered a private medium of communication and may be subject to monitoring.
- Do not include offensive or abusive language in your messages nor any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority.
- Make sure nothing in the messages could be interpreted as libellous.

- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

When using the Internet:

- Ensure that your web activities conform to the norms of moral decency.
- Watch for accidental access to inappropriate materials and report the offending site to the designated person that deals with filtering.
- Check before publishing work; make sure that you have Copyright holder's permission.
- Ensure children are not named in photographs.
- Report any breaches of the Internet policy to the designated person.
- Members of staff should never knowingly become 'friends' with pupils on any social networking site or engage with pupils on internet chat.

Signed .....

Date.....

Print Name .....