

Provision

Computers, laptops and other networked resources, including Internet access, are available to staff in the school. Staff are expected to sign a user agreement for the devices they are responsible for.

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 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 use the computers for commercial purposes, e.g. buying or selling goods.
- Do not connect mobile equipment to the network (e.g. laptops, Pads, tablet PCs, PDAs etc.)
- Do not eat or drink near computer equipment.
- Do not use USB's and external hard drives with your laptop

Security & Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, or send them your picture.
- Do not use the computers in a way that harasses, harms, offends, or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas and floppy disks will be treated like school staff lockers. 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.

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 engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.

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,
- 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.

Specifically for Laptops/iPads for Staff

- Your Microsoft 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/iPad valued at £1,000.
- Do not access any other non-internet network from your laptop/iPad.
- Laptops/iPads must be connected to the network at least once per week to allow updates to occur.
- Do not install, attempt to install, device drivers on the laptop/iPad 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 Computer Resources Acceptable Use Policy – Staff Guidelines document carefully. Only once the Agreement has been signed and returned will access to a laptop/iPad, the school network and the Internet be

permitted. If any teacher violates these provisions, access to a laptop/iPad, the school network and the Internet will be denied and the member of staff 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