

SHOREFIELDS SCHOOL ACCEPTABLE USE AGREEMENT

All users are informed that:

School ICT equipment is primarily intended for educational/professional use and any personal use must not compromise the school's work or the school itself and must be outside working hours. Colour printing equipment must not be used for personal use.

The school expects all users to make professional, responsible, respectful use of school ICT equipment at all times.

Users should refrain from any online behaviour at any time which could bring the school or staff into disrepute.

Any use of mobile phones must be during breaks only and must never interfere with the school's working.

No personal use of chatrooms or social networking sites is permitted by users within school except with express permission.

No behaviour or use of ICT or digital equipment which could cause hurt, worry or distress will be condoned.

Any improper use or inappropriate material accessed, whether accidentally or deliberately accessed, must be reported to the ICT manager or headteacher.

No information about the school or individuals should ever be given out online without permission.

Users are advised to protect themselves online by never giving out personal details to unknown people or companies.

Only school equipment should be used to capture digital images of work, staff or pupils on school related activities. If personal equipment is used exceptionally, this must be logged by the ICT Manager, downloaded and deleted on arrival at school.

All users are expected to take every precaution to keep ICT equipment safe and secure. This is particularly pertinent for mobile ICT equipment, including staff laptops, and class based equipment during the holiday periods.

The school reserves the right to monitor staff's use of the network, internet and school equipment.

I understand that the school will be moving to a paperless system of communication and recognise my responsibility to check my school email on a daily basis, as far as possible, in order that information is passed and received efficiently.

I have read and understand the agreement. I understand that failure to comply could lead to disciplinary or legal action

NAME.....SIGNED.....DATE.....