

Hornchurch High School– Acceptable Use Policy Staff Guidelines

The school has provided computers for use by staff, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all staff, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Connection of personal equipment (e.g. laptops, Ipods, PDAs etc.) to the school network is not allowed either wired or wirelessly.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always be wary about revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and any removable media will be treated like school lockers. ICT staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- **You should access the Internet only for school activities.**
- Only access suitable material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms should be avoided.

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 as anti-social on the Internet as it is on the street.

- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of ICT staff. The sending or receiving of an email containing content likely to be unsuitable for schools is strictly forbidden.

Please read this document carefully. By using the school's ICT systems and resources you are accepting this policy and agreeing to abide by it. If you violate these provisions, access to the Internet and/or network will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding staff behaviour. Where appropriate, police may be involved or other legal action taken.