

ICT Acceptable Use - Staff Policy



Proverbs 18:15

An intelligent heart acquires knowledge and the ear of the wise seeks knowledge.

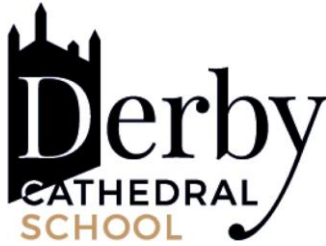
The Governors are committed to supporting the school in its endeavours and to ensuring that this policy is achieved in the light of its vision,

Derby Cathedral School is a community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core. Underpinning and permeating our community are fundamental Christian values, of which we are proud. In line with the teachings of the Church of England we ask; “for individuals to be the best they can be”.

We ask that all stakeholders of Derby Cathedral School uphold this philosophy through
their ACTIONS,
their ASPIRATIONS,
and their ACHIEVEMENTS.

Through our curriculum, our enrichment opportunities, our pastoral House programme, our guidance and our role modelling, we aim to enable all members of our community to fulfill and exceed their potential.

Policy Status	Date	Chair of Governors	Review Date
Approved by LGB	17/10/2019		Autumn Term 20



ICT Acceptable Usage Agreement – Staff

I understand that access to the computers, network and software including the Internet, from Derby Cathedral School must be for educational research or learning, and must be directly related to my role within the school; I agree to the following:

- I will access the network using only my own username and password.
- I will not reveal my password to other people or seek to access other people's work.
- I will use the Internet for constructive educational purposes.
- I will not use the Internet for inappropriate means.
- I am responsible for monitoring and rejecting inappropriate materials accessed.
- I will not access any websites, newsgroups, links that may be considered offensive in the judgement of the Headteacher (or delegate) because of pornographic, racist, violent, illegal, illicit, inappropriate or other content.
- I will not access social networking sites during the school day, using any of the school systems, unless authorized to do so as part of an investigatory process.
- I will not use a proxy (remote) server to access otherwise banned sites.
- I accept responsibility to keep copyrighted material from entering school. I will not download software, games, music, graphics, videos or text materials that are copyrighted.
- I will not bring portable storage equipment from home to put programs onto the computer without seeking the advice of the school ICT support service (who will in turn seek the authority of the Headteacher or delegate).
- The messages I send or information I upload will be always be polite and sensible.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will inform an appropriate line manager.
- I will not attempt to access the network with an unauthorised device e.g. mobile phone.
- I will respect the ICT equipment and report any problems to an appropriate line manager.
- I will ensure laptops/netbooks etc. of which I have direct responsibility or line management responsibility are returned to the charging cabinets when not in use.
- I understand that ICT Support is monitoring access to email and Internet usage on a regular basis.
- I understand that I may be subject to disciplinary actions in line with the

Teachers Standard Terms and Conditions, should I purposely or without due diligence, violate any of the expectations detailed herein.

- I will not print unnecessary non-school related material using the school facilities, unless prior authority / payment is forthcoming.

Signed: _____ Date: _____