



## Acceptable use of IT statement for all school staff, volunteers and governors



St Mark's CofE Primary School

In this documents, 'Staff' refers to staff, volunteers and governors.

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school has an Internet Access Policy drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on the school's computer system or to monitor any Internet sites visited.

- Access should only be made via the authorised account and password that should not be made available to any other person.
- The security of the IT system must not be compromised.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials, intellectual property rights, and GDPR must be respected.
- All staff will read and adhere to the school's Social Media policy and other related policies.
- All Internet use should be appropriate to staff professional activity or to student's education. However please note that:-
  - The school's IT system may be used for private purposes following guidelines established by the school.
  - Use for personal financial gain, gambling, political purposes, inappropriate resources or advertising is forbidden.

Members of staff are reminded that they should not deliberately seek out inappropriate / offensive materials on the Internet and that they are subject to the LA's recommended disciplinary procedures should they do so.