

Acceptable Use Rules for Staff

(Guidelines received from Northamptonshire LA - May 2008)

These rules apply to all on-line use and to anything that may be downloaded or printed.

To ensure that all adults within the school setting are aware of their responsibilities when using any on-line technologies, such as the Internet or e-mail, they are asked to sign these Acceptable Use Rules. This is so that they provide an example to children and young people for the safe and responsible use of on-line technologies which will educate, inform and protect and so that they feel safeguarded from any potential allegations or inadvertent misuse themselves.

- I know that I should only use the school equipment in an appropriate manner and for professional uses.
- I understand that I need to give permission to children and young people before they can upload images (video or photographs) to the Internet or send them via e-mail.
- I know that images should not be inappropriate or reveal any personal information of pupils if uploading to the Internet.
- I have read the Procedures for Incidents of Misuse so that I can deal with any problems that may arise, effectively.
- I will report accidental misuse.
- I will report any incidents of concern for children's or young people's safety to the Headteacher, Designated Person for Child Protection or e-Safety Co-ordinator in accordance with procedures listed in the Acceptable Use Policy.
- I know who my Designated Person for Child Protection is.
- I know that I am putting myself at risk of misinterpretation and allegation should I contact children and young people via personal technologies, including my personal e-mail and should use the school e-mail and 'phones (if provided) and only to a child's school e-mail address upon agreed use within the school.
- I know that I should not be using the school system for personal use unless this has been agreed by the e-Safety Co-ordinator
- I know that I should complete virus checks on my laptop and memory stick or other devices so that I do not inadvertently transfer viruses, especially where I have downloaded resources.
- I will only install hardware and software I have been given permission for.
- I will ensure that I follow the Data Protection Act 1998 with respect to personal data and have checked I know what this involves.
- I will ensure that I keep my password secure and not disclose any security information unless to appropriate personnel. If I feel someone inappropriate requests my password I will check with the e-Safety Co-ordinator
- I have been given a copy of the Acceptable Use Policy to refer to about all e-safety issues and procedures that I should follow.
- I will adhere to copyright and intellectual property rights.