

WINDMILL PRIMARY SCHOOL

SAFE AND ACCEPTABLE USE OF TECHNOLOGY

This Acceptable Use Policy applies to the use of school computers and devices (including the WiFi access) for all members of school staff, including temporary staff and governors.

It helps to protect students, staff, governors and the school by clearly stating what use of technology that is acceptable and what is not. If any further clarification is required please contact the Headteacher or the ICT department at the Local Authority.

- School computer (and other devices) and Internet use must be for educational purposes. Any doubt as to what constitutes educational use should be referred to the Headteacher.
- Network access must be made with the user's authorised account and password, which must not be given to any other person. When temporarily leaving a workstation it should be locked. (Ctl-Alt-Del) to prevent unauthorised access.
- Any messages should be written responsibly and politely. Abuse of any kind is forbidden.
- Users are responsible for any messages they send and for contacts made.
- Any unpleasant or inappropriate content should be reported to ICT services or the appropriate person in your school.
- Caution should be exercised before giving out any personal details, or information about the school, over the network.
- Anonymous messages and chain letters are not permitted.
- Not all resources on the Internet are free. Users must be aware of copyright and intellectual property rights before distributing content or resources.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT security systems must be respected; they are there for the benefit of all users. Any attempt to bypass security systems is a serious offence.
- Staff and governors are expected only to make positive comments on social media websites/apps about Windmill Primary School or anyone associated with the school.
- Staff and governors are advised to include a disclaimer on any personal social media websites/apps to say that any views expressed are their own.
- Staff and governors are advised not to link/be friends with pupils or their families on social media websites/apps (exception understood for parent governors).

The school may exercise its right to monitor the use of all the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is taking place, or the system is used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. Monitoring is triggered when a violation of this policy is registered on the system.

Read and signed: _____ Date: _____

Print name: _____