

ICT Acceptable Use Policy

Farmor's School is committed to providing ICT facilities (including internet, email and the school's learning platform) to employees and students and to promoting employee awareness of the benefits and dangers involved. Improper use of the internet or email could bring the school into disrepute and may lead to legal claims against individuals and the school. Infringement of this policy by employees may be regarded as a disciplinary offence and in serious cases, may result in dismissal.

A copy of this policy is displayed around the school and is available on Kaleidos.

Computer network

- Obtaining, downloading, sending, printing, displaying, distributing or otherwise transmitting or gaining access to materials which are pornographic, obscene, discriminatory, unlawful, abusive, offensive or inappropriate will be regarded as gross misconduct and will lead to disciplinary action.
- Distributing abusive, discriminatory or defamatory statements will be regarded as gross misconduct and will lead to disciplinary action.
- You are responsible for the security of your passwords.
- The network must not be used for commercial purposes, e.g. buying or selling goods.
- The installation of software on the network must only be done with the approval of the Network Manager.
- Any software that is installed must be covered by the appropriate licensing agreements.
- Copyright of materials available on the network must be respected.

Internet / Email

- Use of the Internet and email must be solely for educational purposes.
- Use of the internet and email are subject to scrutiny by South West Grid for Learning (SWGfL) and the school. Any action that might damage the good reputation of the school will be dealt with as a serious act of misconduct and will lead to disciplinary action.
- Use of the internet for personal financial gain, gambling, political purposes or advertising is forbidden.
- Emails sent from the school account should contain the same professional levels of language and content as applied to letters or other media.
- You are responsible for the email you send and for any contacts you make that might result in inappropriate emails being received.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Appropriate security must be used or applied before confidential or sensitive information is sent via the internet or email.

If you are in any doubt about any of the above, please seek advice.

I have read and accept the conditions set out above.

Signature: _____

Date: _____

Once signed, please return this form to the IT Technicians