



## ST JOHN BOSCO ARTS COLLEGE

### Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet [Staff]

The ICT resources are provided and managed by the College and LCC are made available to staff to carry out their professional duties. This Acceptable Use Policy has been drawn up to protect all parties - students, staff and the College.

The College reserves the right to:

- examine or delete any files that may be held on its ICT network
- to monitor any Internet sites visited
- to monitor all on-line activity
- to view any e-mail messages passing through or saved on the network
- ensure all our systems fully comply with the General Data Protection Regulation

All staff who wish to use the College's ICT facilities **MUST** sign the Acceptable Use Declaration.

**Access to the College's ICT facilities is a privilege and not a right. Any member of staff who abuses this privilege will immediately be excluded from accessing and using the ICT facilities and further sanctions will be applied through the College's disciplinary procedures.**

- Access should only be made via the authorised logon name and password, which must not be made available to any other person and changed on a regular basis;
- The Use of Social Media policy must be followed at all times;
- Activity that threatens the integrity of the ICT network, or activity that attacks or corrupts other systems, is forbidden. Such activities include browsing/deleting system files, sending internal messages and changing any system settings;
- While the school network is regularly swept for viruses and anti-virus software is used to prevent virus activity, the College accepts no responsibility for damage caused by computer viruses on other systems;
- Other staff users' files must not be accessed without prior permission from the staff member or the Headteacher
- Use of the network to access and/or store inappropriate materials such as pornographic, racist or offensive material is forbidden;
- Downloading of programs, games, music, video, screensavers, wallpaper or other non-educational material from the Internet or uploading the same from disc or CDROM is forbidden;
- Staff Internet activity should be appropriate to their professional duties, staff should not be using the internet to access social media accounts for personal use;
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received;
- Use of the ICT facilities for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same level of professional language and content should be applied as for letters or other media;
- Giving names, home addresses, telephone numbers or other details such as credit cards numbers and bank details on the Internet is forbidden;
- Arranging to meet someone through e-mail or on the Internet is forbidden;
- The use of unencrypted memory sticks is forbidden
- Staff must not access the college email system on any personal devices.
- If you have any e-safety concerns regarding a member of staff or a student you must report this to a member of the safeguarding team or your line-manager immediately.

***The College reserves the right to amend this acceptable use policy at short notice***

This policy has been workload assessed

Updated September 2020



**Acceptable Use of the ICT Facilities and the Internet Declaration**

I have read and agree to follow the College ICT AUP and the 'Use of Social Media' policy at all times.

I will use the network in a responsible way and observe all the restrictions explained in the College Acceptable Use Policy: Responsible Use of the ICT Facilities and the Internet.

I agree to report any misuse of the network to the head teacher. If I do not follow the rules identified in the whole school ICT policies, I understand that this may result in disciplinary action.

Staff Name: .....

Staff Signature: .....

Date: .....

This policy has been workload assessed

Updated September 2020