



Responsible Internet Use Rules for Staff

The school computer system provides Internet access to pupils and staff. This responsible Internet Use statement will help protect pupils, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the child's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Legitimate private interests may be followed, providing school use is not compromised.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- Individual user's Internet access may be monitored, including Web and e-mail use. Files on the school system may be examined or deleted.

Name: _____

Staff Agreement:

I have read and understand the school rules for responsible Internet use. I will use the computer system in a responsible way and abide by the rules at all times.

Signed: _____ Date: _____