

Tasker Milward VC School – Strive to Achieve Respect
Ysgol RG Tasker Milward- Safwn Er mwyn Rhagoriaeth



**Use of IT Equipment, E-mail and
Internet Acceptable Use Policy - Staff**

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USE OF IT EQUIPMENT, E-MAIL AND INTRENET ACCEPTABLE USE POLICY - STAFF

Introduction

The use of IT equipment must be in support of education and research in accordance with the educational goals and objectives of the school.

Acceptable Use

- Only use your own login and password, and keep your password in a secure place and do not share it with others.
- Do not upload software, games or music onto the system and the network team will monitor what is stored on the Network.
- The network team is responsible for the installation of any new software onto any machine connected to the school networks. Consultation with the Network Manager is to be sought before the purchase of any new software or peripherals.
- Respect the equipment and ensure that pupils within your lessons do the same. If equipment is deliberately damaged in a lesson and it cannot be linked to one individual your department may be charged for its repair.
- If you find a piece of equipment is not in working order please report it via the IT Support Request facility on the Intranet or by calling the network team direct on Ext 138 immediately. Please do not attempt to fix the problem yourselves.
- Do not change any settings on the equipment yourself, or allow pupils to make any changes.
- Remember that use of data is subject to the Data Protection Act, therefore please lock your machine when leaving the classroom. Under no circumstances should e-mails or personal data be displayed on the whiteboard.
- Pupils must not use teachers or admin machines.
- Do not try to bypass the security systems that have been put in place to protect you, the pupils and the computer network.
- Only use the internet for school-related study, see separate E-Safety policy.
- You are responsible for your internet usage and understand that the school will filter and monitor the sites you visit.
- When using the E Learning environments please adhere to the the relevant acceptable use policies.

When using the computer suites please make sure they are left tidy and are locked at the end of every lesson.