

Tasker Milward VC School

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

Issue No	Author/Owner	Date Written	Approved by Governors on	Comments
Issue 1	MT-J	Aug 09		
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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.
- Please 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.
- Please do not change any settings on the equipment yourself, or allow pupils to make any changes.

- Please remember that use of data is subject to the Data Protection Act, therefore please lock your machine when leaving the classroom.
- 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, please 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 Pembrokeshire Education Portal please adhere to the Portal Code.

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