

Nunthorpe School Computer Acceptable Use Policy (AUP)

Disclaimer

The computer systems are owned by the school and are made available to staff, students and community learners to support and enhance education. It follows then that their use including the internet and email must be primarily concerned with all users pursuing their professional or study roles. The purpose of this agreement is to protect the integrity of the system and all of its users. Nunthorpe school will endeavour, where possible, to provide a safe and secure environment for its users. However please be aware that we cannot guarantee complete safety from inappropriate material. The responsibility must lie with each individual to use ICT in a safe, sensible and responsible way. All users are reminded that the school network is monitored and individual usage can be traced.

Anyone who fails to comply or who acts in a way which is deemed inappropriate or irresponsible, may lose access rights to the school computers. In the case of pupils, parents/careers may be informed. In exceptional circumstances, where there are responsible grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Anyone who uses the school computer system must read this agreement carefully. Please sign both copies, keep one copy for yourself and return the second copy to the ICT Network Manager.

1. I will only access the PC network with the user name and password I have been given. I will agree to keep this information secret.
2. All computer use and www access should be appropriate to the educational environment.
3. I will not access other people's files unless through shared work areas; nor attempt to violate the system or interfere with any user, including mail bombing, spamming, flood emails.
4. Any use of the computes will not involve any activities which would be damaging to the school or its reputation including unlawful or illegal use.
5. I will only send and receive materials or data, which is polite and responsible. It must not violate any law or regulation, be defamatory, offensive, abusive, indecent, obscene or constitute harassment.
6. Students will only use e-mail with staff approval and will not give out personal information online.
7. I will report any unpleasant material or messages sent to me or accidentally accessed by me **or in the case of a student reported by a member of staff. In such cases it is likely that the member of staff will need to complete a BIR report and should as a matter of course inform the school SIG officer.**
I understand that my report will be confidential and would help protect everyone.
8. I understand that the school may monitor my computer use, check any data held on the school network at any time and may monitor the internet sites I visit.
9. I understand that the school reserves the right to delete any files that may be held on its computer systems
10. I will not use the computer systems to access anything inappropriate i.e. pornographic, racist, sexist or offensive material. (It is accepted that on occasions controversial materials may be a valid part of lesson activities, in these instances staff should be able to show its validity clearly in lesson planning-CDLs should be informed).

11. I will not download anything via the internet that may threaten the schools internet systems
12. If issued with a lap top computer, I agree to return to school as requested for housekeeping, checking and updates.
Laptops and other loaned equipment remains the property of Nunthorpe School, where equipment is lost or damaged staff faculties will shoulder the cost for this and in exceptional circumstances the school reserves the right to request the equipment be returned.
13. No software should be installed through any medium without first discussing this matter with the ICT Network Manager, this applies to teachers lap tops as well as the school computers.
14. All removable media i.e. Floppy discs, CDs **or any USB storage device** will only be used with permission of the ICT Network Manager **and should be scanned for viruses.**
15. Personal computer devices such as mobile phones and lap tops **can** be connected to the schools network **but permission needs to be sought from** the ICT Network Manager
16. Users are required to report any problems with ICT equipment (through the help desk) to the ICT Staff.
17. Use of social networking sites and services while at, or on the school campus, is governed by the Nunthorpe AUP. All users are reminded of the points above governing appropriate and responsible use of school systems, and that the servers log internet usage.
18. At appropriate times students will be allowed to access the school network, wirelessly for curriculum purposes, with their own devices (e.g. laptop/smartphone) this document expressly covers this additional use.
19. **Photographs may only be stored in the staff shared area [\\nunthorpe\dfsroot\StaffShareAreas\Images](#) they should be placed in a folder using staff initials and a brief description added to the folder name.**
20. **Staff use of usb storage devices (usb pens, external hard drives, etc) particularly where confidential or sensitive data is held (i.e. names, address, photographs, assessment data, etc) is governed by this AUP. All staff using such devices should have them encrypted-this will be set-up for staff through the ICT technicians.**
21. **Confidential information should not be stored on personal computers kept at home. Such information is covered by the encryption requirements for laptops and USB storage devices and should therefore be encrypted.**

Computer Use Agreement

I agree to abide by the rules of Computer Use Agreement

Signature _____ (Staff)

Laptop Receipt (Nov 2011)

Signature _____ (Staff)