

MAIDSTONE GRAMMAR SCHOOL
STAFF INFORMATION SYSTEMS ACCEPTABLE USE POLICY
SEPTEMBER 2011

Chair of Governors

Date

Headmaster

Date

To ensure that all staff are fully aware of their professional responsibilities when using Information Systems, they are asked to sign this code of conduct.

The Information Systems are school property and you should understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.

- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- Dangers on the Internet
There is no controlling body for the internet. Information is therefore not always accurate. Care must be taken when downloading any information from the Internet because of the potential for damage to the network. Only reputable service providers must be used. Games and screen savers must not be downloaded.
If in doubt do not download (printing from the Internet is not downloading) and see a member of the IT Team

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: Capitals: Date:

Accepted for school: Capitals: