

PINNER WOOD SCHOOL



ACCEPTABLE ICT USE POLICY STAFF AGREEMENT

Approval Authority:

Effective From: September 2025

Date Ratified by GB:

Next Review Date: September 2026

Signed by Chair of GB:

Pinner Wood ICT Acceptable Use Policy

STAFF AGREEMENT

Network

- The school network is made available to users (staff, visitors and governors) to enhance their professional activities including and not restricted to teaching, research, administration and management in relation to, and, for the benefit of the school.

Equipment

- The school computers, tablets and other electronic devices owned by the school are made available to users (staff, visitors and governors) to enhance their professional activities including and not restricted to teaching, research, administration and management in relation to, and, for the benefit of the school.
- In the case of portable devices, provided to an individual, the device is for use by that individual only i.e. it is not permitted for the device to be used by anyone else. However, in certain circumstances it can be used by other members of school staff for professional activities listed above subject to approval from the Head Teacher.

Software

- Copyright of materials must be respected and sources acknowledged when used.
- No illegal software will be downloaded onto any of the school devices
- Any 'freeware'/'shareware' software i.e. must be vetted before downloading to ensure that licence or copyright agreements are not compromised.

Use

- Use for personal financial gain, gambling, political purposes, advertising or any illegal activity is forbidden.
- Use of the school network, computers and devices will be monitored to ensure activities.
- All internet activity should be related to professional activity or pupils' education.
- The school reserves the right to examine or delete any files that may be held on all electronic devices.
- Access should only be made via the authorised username and password, which should not be made available to any other person.
- If a school laptop or device is taken home users should ensure that other family members do not make inappropriate use of the device.
- Use of school equipment to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Users should be aware of and abide by the guidelines set out by the School eSafety policy.

Security

- Users should not attempt to bypass the school internet filtering system.
- Any data concerning pupils (including photographs) should not be taken from the school and stored on a laptop/device, hard drive or pen drive unless the drive has appropriate data

encryption enabled.

- School devices regularly used at home should be brought into the school when required so that the Network Manager can update them.
- Users are responsible for any loss or damage that occurs to devices while off school premises. It is advisable that you include devices on your household contents insurance if you are intending on removing them from the school premises.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Users will be held accountable for any inappropriate use of the school ICT equipment.
- Social networking sites such as Facebook and video sharing websites like YouTube should be used with extreme caution.
- Users will ensure that any private social networking sites / blogs etc that they create or actively contribute to do not compromise their professional role
- All use of school ICT equipment will be in compliance with the school's Acceptable Use of ICT Systems policy, a copy of which is available for me to read.