



# **Springhill Academy**



SPRINGHILL  
ACADEMY

## **Acceptable Internet Use Statement for Staff and Volunteers**

Date Completed: September 2018  
Review Date: September 2021

# Staff and Other Adult Users

## *While using computers at Springhill Primary Academy:*

- My computer use will only be for activities necessary for carrying out the duties of my post and for responsible personal use as allowed by my employer.
- I will not use computers for personal use during directed teaching time.
- I will not attempt to download illegal material or attempt to access inappropriate sites, newsgroups or chat areas such as racist, pornographic or violent sites.
- I will respect the copyright of Internet and other resources.
- I will ensure that the content of emails I send will be professional and appropriate.
- I will not forward emails with inappropriate content.
- I am aware that the content of emails may be used in any disciplinary proceedings.
- I will log details of any inappropriate material I find on my computer or any inappropriate use of ICT facilities and pass these on to the ICT Lead and/or the Head of School.
- I will not use any computer in such a way as would disrupt the computer use of others.
- I will not interfere with any computer or network security measures the school may have in place.
- I will keep secure any passwords or confidential information entrusted to me as part of my duties.
- I will respect copyright of downloaded materials.
- I will not divulge any confidential information which I encounter as part of the duties of my post, except when inappropriate material or use has to be reported.
- I am aware that the breach of this policy may lead to disciplinary procedures.

**All of the above apply equally to the use of school computers being used away from the school site.**

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers in the school.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.