

## **BOSTON HAWTHORN TREE SCHOOL**

### **The Acceptable Use Policy: All adults working in school**

All adults working with ICT equipment within Boston Hawthorn Tree School must ensure and agree to abide by the Staff ICT Acceptable Use Policy.

#### **For personal use:**

- Do not give anyone access to your login name or password.
- Do not introduce floppy disks or other removable media into the system without first having them checked for viruses.
- Do not open other people's files without express permission.
- Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out when their session has finished.

#### **Personal E-mail**

- Observe *netiquette* on all occasions. E-mail should not be considered a private medium of communication.
- Do not include offensive or abusive language in your messages nor any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

#### **When using the Internet**

- Ensure that your web activities conform to the norms of moral decency.
- Watch for accidental access to inappropriate materials and report the offending site to the designated person that deals with filtering.
- Check before publishing work; make sure that you have Copyright holder's permission.
- Ensure children cannot be identified from photographs.
- Report any breaches of the Internet policy to the designated person.