Marazion School Teacher Guidelines
Acceptable Use Policy for Computer Resources

Reviewed by Headteacher; iCT 4 Technician; Staff/Governor Lead for Online Safety: November 2021

Approved by FGB November 2021

Marazion School has provided digital devices for use by teachers, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

All school computers are provided and maintained for the benefit of all teachers, who are encouraged to use and enjoy these resources, and help to ensure they remain available to all. Please remember that access is a privilege, not a right and inappropriate use may result in that privilege being withdrawn.

Equipment
- Always get permission before installing, attempting to install or storing programs of any type on the computers.
- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate during the school day.
- Always check files brought in on removable media (such as CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software and ensure they have been found to be clean of viruses before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment at all times, as accidents do happen.

Security and Privacy
- Protect your work by keeping your password to yourself; never use someone else's logon name or password unless authorised to do so.
- Always be wary about revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.

- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas will be treated like school lockers. ICT staff may review your files and communications to ensure that you are using the system responsibly.

Email

- Please make sure that you always use a **school email address** and that any highly confidential information is shared through a secure platform, for example 'Egress.'
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer. If you are unsure, please seek appropriate advice.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of ICT staff. The sending or receiving of an email containing content likely to be unsuitable for schools is strictly forbidden.

Internet

- Only access suitable material; using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Do not promote extremism of any kind.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms should be avoided.