

Berwick Academy Adult ICT Acceptable Use Policy

All adults using ICT facilities at Berwick Academy should be made aware of ICT Network Security Policy and Internet Acceptable Use Policy. This document clarifies the regulations for ICT equipment use which applies to every user.

A summary of the AUP is outlined below:

- Do not give anyone access to your login name or password.
- 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. Make accurate use of resources and 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. Do not download material without permission. Downloading some material is illegal. Legal or disciplinary action may result from such actions.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out when their session has finished.
- Follow school guidelines contained in the Network Security Policy for the use of Email.
- Do not include offensive or abusive language in your messages or 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 working with children, remind them of the rules stated in the Internet Code of Conduct.
- Watch for accidental access to inappropriate materials or breaches to the Internet Code of Conduct and report them to the ICT Manager or an appropriate member of the SLG.
- Check before publishing children's work; make sure that you have parental permission.
- Ensure children cannot be identified from photographs.
- Report any breaches of the school's Internet policy to the ICT Manager, or an appropriate member of the SLG. Breaches could result in disciplinary action and ultimately dismissal.

I have read the Code of Conduct for Internet Use and I agree to follow it:

Print Name: _____

Signature: _____

Date: _____

Record of issued versions				
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Eddie Jefferson	11/10/2017	FGP	2.0	No amendments
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