

# Our Lady of Mercy Catholic Education Trust



## St Anthony's Girls' Catholic Academy

<b>Policy type:</b>	<b>School</b>
<b>Policy:</b>	<b>Acceptable Network, Internet Access and ICT Equipment Use (Staff) 2019-2020</b>
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M.Shepherd (Head Teacher)

## **Acceptable Network use, Internet access and use of ICT Equipment Staff Agreement**

This agreement aims to protect all members of the academy community.

### **Network use**

I am aware that the network is protected by anti-virus software and understand that I must check removable media e.g. CD roms, USB devices etc., to ensure that they are virus free.

I accept that network use is for work purposes.

I accept that I must ensure the security and confidentiality of academy networks by:

- ensuring that passwords are never shared
- never leaving a workstation or laptop unattended when logged in

### **Internet use**

I am aware that network and internet may be monitored by SLT or police in line with

- The Data Protection Act 1998
- Telecommunications Regulations 2000
- The Regulation of Investigatory Powers Act 2000
- The Human Rights Act 1998

I accept that internet access and e-mail use is for work purposes only and that staff and students are protected from inappropriate materials. Any accidental access to inappropriate materials must be reported immediately to the Assistant Head Teacher (e-learning) or in his absence the Head Teacher.

### **Equipment use**

I am aware that the use of academy ICT equipment is for work purposes only.

I will endeavour to ensure that all ICT equipment belonging to the academy is used appropriately and that any equipment borrowed is with the agreement of the Assistant Head Teacher (e-learning), recorded in the Asset Register and returned in excellent condition.

I accept that I will not download or install software on academy equipment other than that specifically required for work purposes and will seek advice on this matter from the Assistant Head Teacher (e-learning) if required.

### **Password**

I accept that I must change my password annually.