



- Do not leave laptop computers or any other easily transportable ICT equipment unattended at any time.
- You have a duty of care for any of school ICT equipment in your possession, damaged equipment may not necessarily be replaced if you breach the duty of care.
- Damage to ICT equipment that is taken home should be claimed for under your home content insurance

### **Personal E-mail**

- Follow school guidelines contained in the ICT policy for the use of 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 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, pyramid selling schemes or virus warning letters
- When using the Internet, Virtual Learning Environment or e-mail with pupils:
  - Remind pupils of the rules for using the Internet, VLE or e-mail.
  - Watch for accidental access to inappropriate materials and report the offending site to the school's IT technical team and ask for the site to be blocked.
  - Check before publishing pupils' work on the school web site; make sure that you have parental permission.
  - Ensure pupils cannot be identified from photographs.
  - Report any breaches of the school's ICT AUP to your senior manager.

By logging onto the school's IT network, all adults are deemed to have explicitly agreed to the school's IT AUP and other school policies. Misuse of school's computer equipment, email or the Internet are serious offences. Staff are reminded that RM has a contractual obligation to monitor the use of the e-mail and Internet services provided as part of the school belonging to the SWGfL. This information may be recorded and may be used in disciplinary procedures if necessary. RM and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

I have read statement above and agree to abide by the conditions. I understand that misuse of school's computer systems, email or the Internet are serious offences and could lead to disciplinary procedures, up to and including dismissal

Full name

Signed

Date

Head teacher

Date

Laptop Make \_\_\_\_\_

Laptop Model \_\_\_\_\_

Laptop Serial Number \_\_\_\_\_

Gordon Taylor

Last revised : March 2010