



DRONFIELD JUNIOR SCHOOL

Internet and Email Usage Policy (Staff Usage)

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Minute No:	
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Acceptable Use Policy for Staff

Dronfield Junior School is committed to providing Internet and Email facilities to employees where an educational need is established and to promoting employee awareness of the benefits and potential dangers involved. This policy sets out guidelines for employee use.

Infringement of this policy by employees may be regarded as a disciplinary offence and, in serious cases, may result in dismissal. Improper use of the Internet or Email could bring the School into disrepute and may lead to legal claims against the individual employee and the School.

Guidelines

1. The Headteacher will authorise use of the Internet or Email facilities prior to employees accessing these and will keep a written list of all such authorisations. Each member of staff will be given a username and password which must remain confidential to them.
2. Ownership of all computer hardware, software and documents lies with the School and the School reserves the right to make appropriate arrangements to monitor, log, record and access all communications at any time without notice. Staff are allowed to use school IT equipment for eg. Laptops, for personal use, but these can be asked for to be back on school premises at any particular time.
3. Use of the Internet and Email must be for the educational purposes of the school only and the scale of use must be appropriate to those purposes in school time. Staff may use the internet and access personal emails in their own time at school. However, they must comply with the guidelines set out in this usage policy.
4. Employees are required to maintain the good reputation of the School when using the internet and Email and to be aware that these services are open forums subject to public scrutiny.
5. Examples of misuse which contravene this policy and the possible resulting sanctions are:-
 - Personal use of the Internet and Email in school time may lead to withdrawal of user's rights and/or financial charges being imposed.
 - Distributing abusive, discriminatory or defamatory statements may be regarded as serious acts of misconduct and will normally lead to disciplinary action.

- Visiting, downloading or distributing pornographic, obscene, offensive or illegal material may be regarded as gross misconduct and may lead to summary dismissal.
 - Not following the data protection policy and any other legislation relating to sharing of information.
6. Appropriate security must be applied before confidential or sensitive information is sent via the Internet or by Email.
 7. Users must not form contracts or vary contractual terms over the Internet unless authorised to do so.
 8. Any material imported by Internet or Email must be virus-checked and must not infringe copyright.
 9. Any member of staff bringing material produced on, or downloaded via home systems must be prepared to have the storage devices scanned for viruses and other malware threats by the security software installed on the school's network.
 10. Publication of information on the Internet must only be via the school's website.
 11. All school employees should endeavour to keep their personal login details and passwords private at all times.
 12. Employees should be aware that their use of the Internet and Email facilities may be subject to monitoring processes.
 13. Where access is gained accidentally to Internet sites which may infringe these guidelines, the Headteacher must be informed immediately.
 14. Members of staff using personal Social Networking sites on home computers should exercise caution if forming online associations (eg: Facebook 'Friends') with former pupils. No online associations should take place if the former pupils are under eighteen years of age.
 15. Members of staff are required to look after any hardware or software loaned to them by the School and are required to pay for damage thereof.
 16. Employees will be required to confirm that they have read and accept the guidelines in this policy.

Nicola Thomson
November 2016

Reviewed and updated:

Signed: *John Harvey* (Chair of Governors)

Date: *30th November 2016*