

ICT ACCEPTABLE USE

STAFF GUIDELINES

Computers, laptops and other networked resources, including Internet access, are available to staff in the school. These resources are intended for educational purposes, and may only be used for legal activities consistent with the rules and policies of the school.

It is expected that staff will use computers as appropriate within the curriculum and that they will provide guidance and instruction to pupils in the use of the online curriculum.

The computers are provided and maintained for the benefit of all staff, who are encouraged to use the online resources available to them.

Access is a privilege not a right and inappropriate use will result in that privilege being withdrawn.

Computers and Laptops at home or school

- Do not install, attempt to install, or store programs of any type on the computers without permission from the network administrator.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as CDs, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect any mobile equipment to the network until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.
- Check all websites, information, etc being used for classroom activities before it is used by children in order to ensure that there is nothing of an inappropriate nature.

Security & Privacy

Networked storage areas and other external storage hardware (disks etc) are the responsibility of the school. Files and communications may be reviewed to ensure that users are using the system responsibly.

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet personal information, your home address, your telephone number or your school's name, or send them your picture.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Do not intentionally allow unauthorised access to data and resources on the school network system or other systems.
- Do not intentionally use the computers to cause corruption or destruction of other users' data, or violate the privacy of other users.

Internet

- Do not access the Internet unless for school related activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials, which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities of a personal nature over the Internet including social networking sites, blogs and forums during school time.
- You should not post any e-comments that purport to represent the school unless specifically authorized by the Principal. Any public posting on the school website or other similar means of communicating information must be first proof-read by the Principal or Vice-Principal.

Email

Your SIS e-mail account will be your principal point of contact for all electronic communication.

- Refrain from using use strong language, swearing or aggressive behaviour.
- Never open attachments to emails unless they come from someone you already know and trust. (They could contain viruses or other programs that would destroy all the information and software on your computer).
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. (All such messages must be reported immediately to a member of the ICT staff and/or the Principal or Vice-Principal).
- When communicating via school email please consider the tone and nature of your email to ensure that the message is polite and respectful.

Specifically for Laptops for Teachers

- Do not install, attempt to install, device drivers and software on the laptops without permission from the network administrator.
- Access to the school shared network and its resources will only be via laptops that are issued by the ICT department.
- No settings must be changed on your laptop unless authorized by the ICT department; this includes Internet settings, browsers and system preferences.
- You are continuously responsible for the laptop issued. Any damage must be reported to the ICT department immediately.
- You are responsible for the repair and maintenance costs of laptops (hardware and software) necessary due to negligence or misuse.
- You must not allow any external agency or support service to tamper with school laptops hardware or software.
- Appropriate and safe care and storage of school laptops is expected at home.
- Do not access any other non-internet network from your laptop.
- Laptops must be connected to the network at least once per week to allow updates to occur.

Services

Straits International School will endeavour to alert staff of any network related issues that may affect the use of IT within the school network. There are no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any loss of data as a result of service interruptions from external systems and providers including the internet service providers, server malfunctions or delay and non-delivery of devices and or software.

- Use of any information obtained via the network is at your own risk.
- Log off or shut down a computer when finished using it.
- Not go on any unsuitable or illegal web sites on purpose e.g. rude images, violence and racism. If they go on any by mistake then they will tell a teacher straight away.

Secondary

Students will:

- Take personal responsibility for their own e-safety e.g. when online, will not give out any personal details or arrange to meet someone without the written permission of a parent, carer or teacher.
- Use email responsibly and always be polite and respectful. Only use email systems, chat rooms and other messaging methods that are approved by the school. Never use ICT for bullying or harassing others or in a way that will bring the school into disrepute.
- Not download or install any software or files on school's ICT equipment (unless it is a requirement of an agreed course of study) or open emails or attachments from people that they do not know.
- Run a virus check before using a flash drive (USB memory stick) in school.
- Not intentionally gain access to unsuitable or illegal sites eg pornography, child abuse, racism, incitement to violence. Will report as soon as possible accidental access to such sites. Understand that the report will be confidential and would protect other students and themselves.
- Only access computer systems using their own login and password, which they will keep secret. Realise that if they access files that are not their own (hacking) they will be breaking the law.
- Ensure that work does not infringe copyright laws. Will always acknowledge the source of information (words, images etc) used. Not copy other people's work and pass it off as their own (plagiarism).
- Use school ICT equipment with care and tell a teacher of any damage which occurs as soon as possible.
- Use network resources responsibly.

Acceptable User Policy Agreements

All staff and students should sign a school Acceptable User Policy (AUP) Agreement which will be kept on file.

E-Safety

The school will deliver lessons and information to the children, staff, parents and wider community regarding e-safety guidelines and practices.