Holly Lodge has installed computers and inter networks to support and enrich teaching, learning, administration, and the professional development of all its employees, learners and those who have authorised access to the inter networks through the computers owned or managed by the school.

Internet Access

- ➢ Gives both pupils and teachers access to a wide range of world-wide and multimedia resource (newspaper articles, museums, art galleries, books, maps, video, photographs etc)
- ➢ Provides opportunities to develop pupils IT capability—particularly in information handling and communication.
- ➢ Encourages pupils to become motivated and independent learners.
- ➢ Prepares pupils for the future and the world of work.
- ➢ Enhances cultural, vocational, social and leisure use in libraries, clubs and at home,
- ➢ Allows access to experts in many fields for pupils and staff.

Staff, learners and temporary users may access Holly Lodge's inter networks by becoming an authorised user and signing The Holly Lodge AUC (Acceptable use contract). This agreement outlines the terms and conditions of INTERNET use at Holly Lodge. The school regards the agreement as legally binding

Roles and Responsibilities

The school will:

- • Develop and communicate a standard policy on pupils' use.
- • Use software to control access to the INTERNET.
- • Keep AUC consent records in digital and/or written form.
- • Monitor the use of the INTERNET.
- • Carry out a risk assessment before pupils are allowed to use a new technology in school,
- • Teach pupils what Internet use is acceptable and what is not and give clear objectives for Internet use.
- • Plan Internet access to enrich and extend learning activities.
- • Guide pupils in on-line activities that will support the learning outcomes.
- • Guide pupils in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Parents and Guardians are asked to

- • Encourage their son/daughter to use the INTERNET in a responsible manner. Show interest in resources and materials generated by INTERNET access.
- • Read the School Internet policy and support appropriate school sanctions if the AUC is not followed.

Communication with Parents

- • We will publish the School Internet Policy on the school Website and inform parents' of relevant policy updates and changes.
- • Internet issues will be handled sensitively to inform parents without undue alarm.

The purpose of this policy is to clearly define the permissible use of computer access and access to computer services at Holly Lodge School.

Access to the computer systems and services is primarily for Education related, professional activities, development and training purposes. Staff training in safe and responsible network use will be provided as required or requested.

Staff should be aware that internet traffic can be monitored and traced to the individual user.

Becoming an authorised user
To become an authorised staff user;
1. New staff will be directed to IT services or referred to them through the curriculum staffing manager
2. Each new member of staff will be allocated appropriate user rights and set up with their own personal user name and password which they should not give out to any other person
3. All new staff will be given a copy of the school Inter networks and acceptable use policy
4. All new users will need to read and sign the school acceptable use policy before access is granted. This declaration will then be stored on an individual's personnel file.

Responsibility of the user
- Personal internet use should be restricted to out of timetabled hours.
- When you have finished with the inter network you must log out. If you wish to access the internet and find a previous user is still logged on you MUST log out from that session before you commence your own session.
- In order to protect the school's facilities from computer viruses, software should not be downloaded and installed without prior consent from IT services.
- All file downloads including those on 'memory sticks' must be virus checked by the user
- If you unintentionally find yourself connected to a site that contains inappropriate material you must disconnect from the site immediately and report the breach to Agilisys, via the BSF Service Desk.
- File downloads must be done in accordance with the laws which protect copyright, designs and patents.
- E– mail communications should be polite and consistent in style and tone with other school communications and should include a signature and standard disclaimer
- You should ensure that the user device and the charger allocated are not left unattended in any classroom or other area of the school. If your device is stolen or damaged as a result of leaving it or the charger unattended, you will be liable for the cost of replacing the laptop and/or charger at the market rate applicable at the time.

Staff should not;
- Share their personal user name or password details with any other person or persons
- Passwords should be a minimum of 8 characters containing one upper case letter, number and a symbol
- Reveal/share personal information over the internet
- Subscribe to news groups or chat lines that have not been agreed by Agilisys and your line manager
- Access sites which may have racist, sexist, pornographic or political content which is offensive
- Send anonymous messages or chain letters
- Use services for personal financial gain or gambling
- Set up their own internet connections
- Attempt to damage or alter internet sites
- Infringe copyright or intellectual property rights
- Reply to unsolicited mail
- Send or display offensive messages or pictures

Staff acceptable Use Contract.(AUC)

Terms and conditions

ICT equipment, internet access and related computer services at Holly Lodge will only be made available when the Acceptable Use Policy has been read and signed by any new member of staff.
Staff will be issued with an authorised school user name and password. These credentials are to be used when logging onto designated staff devices and any other device at Holly Lodge.

Responsibility of the user

- Personal internet use should be restricted to out of timetabled hours.
- When you have finished with the inter network you must log out. If you wish to access the internet and find a previous user is still logged on you MUST log out from that session before you commence your own session.
- In order to protect the school's facilities from computer viruses, software should not be downloaded and installed without prior consent from IT services.
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Staff should not;

- Share their personal user name or password details with any other person or persons
- Save or share digital content using USB or other media storage devices to or from the school network unless they have had permission to use the storage device given by the Head teacher. The appropriate ports will then be enabled by Agilisys once the member of staff has read and signed our 'removable USB Device disclaimer'.
- Reveal/share personal information over the internet
- Subscribe to news groups or chat lines that have not been agreed by Agilisys and your line manager
- Access sites which may have racist, sexist, pornographic or political content which is offensive
- Send anonymous messages or chain letters
- Use services for personal financial gain or gambling
- Set up their own internet connections
- Attempt to damage or alter internet sites
- Infringe copyright or intellectual property rights
- Reply to unsolicited mail
- Send or display offensive messages or pictures

Staff Agreement

I have seen and read a copy of the internetworks and acceptable users policy. I understand the terms of the policy and agree to abide by them. I understand that security software may record the use I make of e-mail facilities and the Internet, which may include logging the content of e-mails and attachments and the addresses of any web sites and noting what file transfers I make. I have no objection to any monitoring of the use I make of any inter network facility established on the IT equipment I understand that any violation of this policy could result in disciplinary action, and   possibly dismissal or criminal prosecution. I also agree to fund a replacement laptop and/or charger if the laptop and/or charger are damaged as a result of my negligence. I agree to hand back my laptop and charger in full working order when I leave Holly Lodge and I agree that the cost of replacing or repairing either the laptop and/or charger can be deducted from my final salary payment. *This agreement shall remain in effect as long as the member of staff works at Holly Lodge. Either party may terminate it early by notification in writing.*

Name _____

Signature _____

Date _____