Holy Cross MAC Policy

Acceptable use of cameras

At

St John Vianney Catholic Primary School

Responsible for policy	**Veronica Gosling**
Date approved	**29.9.26**
Posted on website	**1.10.26**
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St John Vianney Catholic Primary

Issue **01**

Acceptable Use Statement for staff and adult users

Date

The computer systems within school are made available to students, staff, and other adults to further their education and to enhance professional activities including teaching, research, administration and management. The school's Acceptable Use Policies have been drawn up to protect all parties - the students, the staff, other adults and the school and are reviewed on a regular basis. Staff and other adults wishing to use the schools computer systems, email or Internet should sign a copy of this Acceptable Use statement and return it to the headteacher or safeguarding coordinator.

- All Internet activity should be appropriate to the student's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in email being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- If you access any site on the internet which you feel is inappropriate, report it in writing as soon as possible to the identified member of staff and retain a copy of the report.

Misuse of school's computer equipment, email service or the Internet are serious offences. ICT use within school, including the use of the e-mail and Internet services can be monitored and this information may be recorded and may be used in disciplinary procedures if necessary. The Council and the school reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

Acceptable Use Agreement

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

Signed:

Date:

Head teacher:

Date: