

# St. Anne's Academy APPENDIX 2

## Acceptable Network Use Statement



The IT Network is owned by St. Anne's Academy and is made available to staff to enable them to work effectively. St. Anne's Academy's Network Access Policy has been drawn up to protect all parties.

St. Anne's Academy has the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access to the network must only be made via the authorised user name and password, which must not be made available to any other person;
- All network use should be appropriate, however, legitimate private interests may be followed outside of the working day, providing St. Anne's Academy's use is not compromised;
- Activity that threatens the integrity of St. Anne's Academy's ICT Systems, or that attacks or corrupts other systems, is forbidden;
- Internet sites and materials accessed must be appropriate to work in the Academy;
- Staff are responsible for email they send. Staff are expected to read and respond to received emails in an appropriately professional manner;
- Posting anonymous messages and forwarding chain letters/emails is forbidden;
- Copyright of materials and intellectual property rights must be respected. No illegal, ripped or pirated materials particularly music or DVDs must be shown or stored on the Academy network;
- Staff must not download music or video files without the explicit permission of the Principal;
- Use for personal financial gain, gambling political purposes or advertising is forbidden;
- Any material that breaches these rules will be deleted;
- Staff may use ICT equipment provided by the Academy at home. This usage is monitored. Staff are directed to read the LA's guidance on Social Networking and abide by its strictures. Failure to adhere to these guidelines may result in disciplinary action;
- Data storage at the Academy is limited, consequently staff must not store personal photos, music or videos on the Academy system. Material of this nature will be deleted;
- Staff must log off or lock their PC when leaving it unattended;
- All IT equipment must be rebooted at least once a week;
- Any IT issues must be logged with the managed services without delay;
- Staff requesting Network access in St. Anne's Academy should sign a copy of this Acceptable Network Use Statement and return it to the Academy for Approval.

Full Name of User .....  
Signature of User .....  
Date .....