



Mayflower
Community
Academy

Mayflower Community Academy Adult Acceptable Internet Use Statement

Date reviewed: September 2019

Next review: September 2020

The computer system is owned by the school and is made available to staff to further their education and to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

- Access must only be made via the authorised logon and password, which must not be made available to any other person.
- All Internet use should be appropriate to staff's professional activity.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received.
- The normal rules of social interaction apply to e-mail. The remoteness of the recipients must not be used to excuse anti social behaviour: harassment, intimidation and bullying behaviour.
- Users of the Internet shall not visit Internet sites, make, post, download, upload or pass on, materials, remarks, proposals or comments that contain or relate to: pornography, discrimination, racial or religious hatred, illegal acts or offensive information.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- Legitimate private interests may be followed, providing school use is not compromised.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it for approval.

Full Name

Signed **Date**