



LORD LAWSON OF BEAMISH ACADEMY

COMPUTER USAGE POLICY

Originator: Dorothy Love

Revision: 002

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Before using any computer on the network at Lord Lawson of Beamish Academy, you must agree and abide by the following conditions of use.

As part of Lord Lawson of Beamish Academy's commitment to education, all users are required to use ICT equipment, the network and the Internet. All users are required to be responsible for their own ICT use, (ICT includes, PCs, laptops, mobile phones, I-pads, PDAs, cameras, email, web cams and any personal ICT devices when used in the Academy). As part of our commitment to providing a safe learning environment, we operate a filtering service and monitoring to try and prevent any unsuitable material appearing within the Academy. Using these methods, we strive to ensure that students are appropriately secured. To ensure that this safety is not compromised:

You should:

- ✓ Use the computers to enhance learning and teaching (Academy business)
- ✓ Report any incidents of concern regarding children's safety to the Designated Safeguarding Lead (Mr A Rayner, Assistant Principal)
- ✓ Be aware that the Academy ICT systems are for use for Academy business, however a small amount of personal use is permitted during individual break times and/or non-contact periods.
- ✓ Be aware that usage is monitored and may be recorded to ensure compliance with our organisational objectives.
- ✓ Treat the ICT equipment with care.
- ✓ Ensure that all personal data is stored securely and is used appropriately, whether in the Academy, taken off the premises or accessed remotely.
- ✓ Ensure that electronic communications are compatible with your professional role and that messages cannot be misunderstood or misinterpreted.
- ✓ Respect copyright and intellectual property rights.
- ✓ Promote e-safety with students and help them to develop a responsible attitude to system use, communications and publishing.
- ✓ Keep your password safe and report any password that is compromised.
- ✓ Only store Academy work on the network (a small amount of personal data, with appropriate content, can be stored on the system but the Academy will not be held responsible for the security of this data and it will be removed if deemed inappropriate).

You should **NOT**:

- ✗ Access or try to access social chat rooms / forums / messaging, pornography, social networking or gambling sites.
- ✗ Access or try to access any illegal material.
- ✗ Actively bypass academy security measures.



- ✗ Bring material into the Academy that has not been virus checked.
- ✗ Use “Learning Platform” / email to share /distribute files or information that is illegal, inappropriate or may cause offence or distress.
- ✗ Plug in or unplug any computer cables or accessories at any time without permission from the ICT system maintainer (SCS).
- ✗ Log into the network / internet / “Learning Platform” / email / CMIS with a user name or password that is not your own.
- ✗ Use ICT equipment in any way that would bring the Academy into disrepute.
- ✗ Share the LLOB Guest mobile Wi-Fi access code with students. Be advised that it is maintained for staff mobile access only and in support of your professional activities

You should be aware that:

- The network, including all user areas will be scanned regularly to ensure correct and appropriate usage. User areas are scanned for file size and file usage. You should be aware that Securus runs throughout the system and is very sensitive.
- You have a responsibility to use the facilities in an appropriate manner.
- You are totally responsible for your own “User Area / My Site” AND any unsuitable material found in your user area is your responsibility.
- If you bring any IT equipment into the Academy to use the network, you MUST first have this approved by ICT.