

ICT – Acceptable Use Policy for Staff

The use of computers and Internet access has been made available in the school as a resource to promote and enhance the educational experience. It is a valuable resource and staff are encouraged to use it and exploit its potential. This ICT Acceptable Use Policy establishes guidelines for using school computers Internet Access in an appropriate way.

Use of Computers/Internet by Staff:

Staff use of computers/Internet in school is primarily intended for educational purposes. Where computers are used for personal purposes such as checking personal e-mail, personal internet access, using disks or files from home computers, staff must observe the following precautions:

- Avoid opening of attachments due to inherent virus risks. Where access to an attachment (e.g. Word document or similar) is necessary it should be scanned by anti-virus software. Consult the ICT co-ordinator if necessary.
- Staff shall not access inappropriate material on the Internet including but not limited to pornography, obscenity or child pornography.
- Staff shall not access/use chat rooms using school computers or Internet account.
- Staff shall not disclose use or disseminate any personal identification, information on students or other staff members.
- The downloading of copyright material via the web or by other software is prohibited.
- Violation of St. Joseph's Internet Acceptable use Policy in any way may result in the loss of Internet privileges provided by the school.

Monitoring:

All users are asked to note that the school reserves the right to monitor, filter and intercept all traffic passing through or stored upon the school network; this includes e-mail and web access. Logs of Internet activity may be recorded and monitored.

Virus detection/prevention:

Files obtained from sources outside the school, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards or other online services; files attached to e-mail and files provided by others may contain dangerous computer viruses that may damage the schools computer network. If you suspect that a virus has been introduced into the school network notify the ICT co-ordinator immediately.

Review and Ratification

This policy was updated and ratified on 24/05/2016.

This policy will be reviewed at the end of the 2019 school year or before that date should the need arise.

Signed: Edward Forde

Edward Forde (Chairperson Board of Management)