



## **Acceptable Computer, Mobile and Internet Use Policy**

### **VISITORS/SUPPLY STAFF**

#### **Using the computers:**

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files or use their login details;
- I will use all equipment respectfully.

#### **Using the internet:**

- I will report any unpleasant material immediately because this will help protect others;
- I understand that the ICT Dept or Technicians may check my computer files and may monitor the internet sites;
- I will not access personal information (bank accounts etc) whilst in school as details can be recovered by 3rd parties;
- I will not open any unknown or suspicious attachments or executables (program files).

#### **Data Transfer:**

- I will not access personal email accounts whilst in school to send confidential emails;
- I will not use USB Pen drives to transport confidential information.

#### **Mobile Phones:**

- I will not use my own mobile phone to take or record any images of children or access information on children;
- I will keep my phone securely in a cupboard or locker and will only use in areas to which pupils do not have access.

**By signing in, you agree to abide by the above policy.**