



Ysgol yr Holl Saint All Saints' School



Acceptable Use of ICT Policy

Distance Learning – Guest & Community

Equality Act Impact Assessment	YES	NO	
Last Review Date	N/A		
Date to be reviewed by Senior Management Team	May 2021		
Date Adopted by Governing Body	June 2020		
Head Teacher - Mr Richard Hatwood			
Chair of Governors - Father Tudor Hughes			



Acceptable Use Agreement

For Guest and Community Users

The computer system is owned by the school and is made available to Guest and Community users for learning and research activities. This policy has been drawn up to protect all parties – the pupils, the staff, guest and community users whilst supporting remote/distance learning activities.

- 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.
- Users requesting access to a school computer to off-site should sign a copy of this 'Acceptable Use of ICT Policy' and return it to the Head Teacher for approval.
- Internet access should be appropriate to learning or research activities.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same levels of language and content should be applied as for letters or other media that would be suitable for viewing by a child.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Staff should not use 'work', the school or its pupils (or any other comments which may relate to All Saints' V.A. School School) on personal social media sites such as 'Facebook'.
- The ICT equipment provided can be recalled by the school at any time.
- Any loss or damage to equipment will be charged to the person who is using the equipment away from the school site and who has signed the agreement below.

	Name	Signature:	Date:
Name of User:			
Headteacher:			

Date for equipment to be returned to the school (If not recalled earlier):

Evaluation & Review

This policy will be reviewed by the Senior Management Team and Governing Body and adopted by the Governing Body as per the schedule on the front page.