Kimbolton School
Staff Computer and Internet Use Agreement

I understand that:
I am not permitted to access material through the Internet that is offensive (e.g. pornographic), dangerous, inappropriate at school or illegal.
I am forbidden to pass on such material by copying, storing or printing it.
When I use e-mail at school, I am not permitted to send any messages that are offensive, dangerous, inappropriate at school or illegal.

I understand how important it is to:

Take care of ICT resources, such as computers, laptops, netbooks, ipads and the Internet.
Be careful with equipment and furniture.
Respect the copyrights on software that prohibit copying.
Use only school software on school computers.

Be considerate to others
Share available equipment.
Be careful not to waste computer resources, e.g. paper
Avoid disruption to any computer, laptop, ipad or network.
Take care not to scan or display graphics, record or play sounds, or type messages that could cause offence to others.
I will immediately remove, from the screen, any material that I accidentally come across that would not be allowed at the school and tell the Principal.

Be responsible for privacy and security.
I will not give anyone on the Internet personal details about myself, children or staff members at the school – this includes addresses, phone numbers, or photographs.
I will inform the principal if I come across a virus or security problem.
I will not attempt to gain access to folders or files other than my own or those that are necessary for me to complete my work.

I have read this Agreement and know the importance of these guidelines for the use of computers and the Internet.

I know that if I ignore these guidelines, I might lose the right to use the school's ICT resources, and the school may take other disciplinary action against me, which could include my removal from any situation that involves computer use, and also legal proceedings for criminal misconduct under the Films, Videos and Publications Act 1993.

I have read and understand Kimbolton School's policy on Internet Safety.

Staff Member

……. ……..
Name (printed) Signature

Date ……