

The Quest Academy – Coloma Trust

ITC Acceptable Use Statement Policy (for Staff)



At The Quest Academy students and staff work together to create a friendly learning environment. Mutual respect and responsible attitudes to each other are the foundation of the Academy's culture of learning changes lives.

The Computer system at The Quest Academy is the property of the Academy and is a resource shared by all students and staff. Computer facilities, including mobile units, are made available to further education and for staff to enhance their professional activities, including teaching, research, administration and management. The Academy's Acceptable Use Policy has been drawn up to protect all parties – the students, the staff and the Academy. A copy of the Academy's Acceptable Use Policy is displayed in each computer area and is attached to this document. It will be kept up to date and the latest version will be available on the Academy website.

- All Internet activity should be appropriate to staff professional activity, student education, or reasonable social use;
- It is a criminal offence to use a computer or network for a purpose not permitted by the Academy.
- Irresponsible use will result in the removal of network privileges or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Users are responsible for all e-mail sent and for contacts made that may result in emails being received;
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Activity that threatens the integrity of the Academy ICT systems, or activity that attacks or corrupt other systems, is forbidden
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The Academy ICT systems may not be used for private purposes, unless the principal has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or any other illegal purpose is not permitted.

The Academy may exercise its right to monitor the use of the Academy’s computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy’s computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

The Quest Academy
AUP Agreement

Staff are asked to sign to show that the e-Safety Rules have been understood and agreed.

Staff Agreement

- I have read and I understand the Academy e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

<i>Signature:</i>	<i>Date:</i>
<i>Name:</i>	

Laptop Loan:

Model:

Serial #:

Mac Address:

Power Adaptor: <input type="checkbox"/>	Network Cable: <input type="checkbox"/>
Carry Case: <input type="checkbox"/>	

It is your responsibility to ensure that the Laptop is held securely at all times.
I agree to ensure that:

- All Academy property is adequately covered, when off the Academy premises e.g. included under your usual household insurance.
- Academy property is secure at all times, e.g. Laptops not left unattended or on display in cars etc.

<i>Signature:</i>	<i>Date:</i>
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I confirm that this Laptop Loan is suitable for this member of staff and that the movement of the Academy’s assets will be closely monitored.

<i>Principal’s signature:</i>	<i>Date:</i>
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Please print name: