

### Appendix 3

#### **Staff Internet Acceptable Use Policy**

##### Staff Use of Emails and the Internet

Members of the staff are encouraged to use various resources in their teaching and learning activities, to conduct research and for contact with others.

Each member of staff has access to an email address as part of his/her work, protected by the use of a confidential password, which should be kept secure

The use of email for personal use is acceptable outside of teaching hours.

When using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

All users are expected to communicate in a professional manner.

It will not be usual practice to read staff emails but the school reserves the right to do this in the case of a suspected breach of these policy guidelines.

No person will deliberately access/download/upload unsuitable material.

A serious breach may be treated as a disciplinary matter and dealt with accordingly.

Any illegal use of the Internet will be reported to the relevant authorities

No person will in any way alter the filtering preferences.

Ratified by the Board of Management of St. Joseph's N.S. on \_\_\_\_\_ 2009

Signed \_\_\_\_\_

Chairperson – on behalf of the Board

##### **Staff Member**

I have read the above policy and accept ☐

I have read the above policy and do not accept ☐  
(Please tick as appropriate)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_