

Staff Agreement for the Use of ICT at Reading School

Last updated May 2025

Staff Agreement Conditions

- Reading School provides ICT facilities to all students and staff who have been registered with the curriculum network manager by signing and returning their ICT Agreement. As a registered user you may use any these facilities in order to carry out your work, to store files in your own cloud user area, to send and receive emails and to access appropriate information on the Internet.
- You cannot use any ICT facilities until you are registered and have signed the conditions for use agreement. These conditions are necessary for one or more of the following reasons:
 - To ensure that all equipment, peripherals, curriculum or administration networks and internet access function properly and are thus available for the benefit of registered users at all times
 - To ensure that information stored by staff and students is kept safe and available at all times
 - To comply with the appropriate laws governing the use or misuse of ICT and internet facilities
 - To ensure that the school and its staff can carry on with their day-to-day business effectively
- You should be aware that by signing this agreement you give consent to the network managers and other ICT staff, in the normal pursuit of their work, having access to your user area, your files, to your e-mails. You should also be aware that the time and dates of your network usage are logged and all websites you have visited on the Internet are logged and can be examined. If you break the conditions of the agreement you may be liable to sanctions, up to and including dismissal.

When using Reading School ICT facilities you MAY:

- Use the facilities for your work or for other appropriate work.
- Send personal e-mails outside of lessons using only the Webmail email system provided with your login account. The sending of emails during lessons, other than class work related messages, is not allowed.
- Access the Internet providing this does not prevent anyone else from carrying out their work and that such activity falls within the conditions for the use of the facilities.
- Store only such files as are needed for your work

When using Reading School ICT facilities you MAY NOT:

- Send e-mails which could bring yourself or the school into disrepute or which could render yourself or the school liable to prosecution
- Knowingly access, view or download any material capable of giving offence

- Keep, or pass on, e-mails received which contain material capable of giving offence
- Knowingly import programmes, download files or open attachments that cause viruses to be spread
- Leave your workstation unattended whilst logged in. When away from your station, you either must logout or lock the machine down during your absence.
- Give your password to any other person or allow them to use your account.
- Attempt to gain the password of or access the work area of another user
- Take part in any inappropriate computer activity (including the exchange of images or texts or similar) which could give offence or bring yourself or the school into disrepute or render yourself or the school liable for prosecution
- Attempt to change the operation of any ICT facility by amending its configuration settings, except with the express permission of the network managers or the head of ICT or under instruction of those acting on their behalf
- Attempt to circumvent any security systems in place or to be knowingly party to such attempts, either before or after the event.

Staff Declaration

To be returned to Mr Gareth Sellwood, Network Manager via hr@reading-school.co.uk

I have read and understand the reasons for regulations governing the use of the ICT facilities at Reading School and I agree to abide by the conditions listed in the agreement. I understand that if I break the rules, access to all ICT facilities, both networked and standalone, will be immediately withheld pending investigation. I also understand that any disciplinary action taken against me may, in extreme circumstances, result in my exclusion or dismissal from the school.

Name	
Department	
Signed	
Date	