



### **Grace Project International School Computer Use Policy.**

1. This policy governs the use of all school devices such as laptops, desktop computers, phones, printers etc.
2. All staff should be aware of their responsibility for any content stored on school computers or sent to others. Staff should be aware of the possibility that anything they communicate on school computers may be subject to review by school management.
3. All staff must follow school rules for downloading software or files from the internet, and changing or deleting any company-standard programs (like virus protection) is prohibited.
4. All staff should be aware that there is no right to privacy in regards to any information or files stored on your school computer systems, or other technical resources. School management reserves the right to monitor, or regulate the use of the schools computers and networks.
5. All school staff with a school computer in their possession should take good care of the device. You are personally liable for any loss or physical damage to the device assigned to you.
6. All staff members are required to read and sign this computer use policy at time of assigning a school computer. This computer use policy is also a consent form to allow school management to monitor and gain access to computer files, internet devices, and phone conversations on equipment owned by the school.

Name:

Signature:

Date: