The

Lloyd Williamson

Schools Foundation

E-Safety Policy: Acceptable use

Introduction

The e-safety: acceptable use policy is to use be in tandem with the use of computers and Internet access policy. These policies are essential to the management and governing of staff and student use of the Internet at school and any other school owned devices such as but not limited to laptops. This policy will cover a wide range of issues surrounding the rights, responsibilities and privileges - as well as sanctions – connected with computer use.

The acceptable use policy primary uses are to ensure the below points:

- Ensure that both staff and volunteers use the school resources in a safe and responsible manner reflecting the values of the school. While using the internet and any other school resources such as laptops.
- Ensure that the school systems and any of its users are sufficiently protected from both accidental and deliberate misuse, which can result in the system or users at risk.
- Ensure that all internet activity is appropriate to staff professional activity or pupils education (see use of computers and internet access policy).

General safety

As we understand that many members of staff and volunteers within the organisation spend a fair portion of time on the screens. We understand spending long periods of time on a computer can be the cause of health issues. With this in mind we have listed tips below that can assist in avoiding them.

To help keep your back free of strain:

- Stand up and walk around every hour or so, so that you're not sat in the same position all day.
- Slowly lean your torso over to one side of the chair and then the other to stretch your sides and spine.
- Stand up and put your hands together, elbows out, then slowly twist to the left and then to the right.

Also, keep your neck straight as much as possible. **Your eyes should be level with the top of your monitor.** Adjust the tilt and height of your screen or your chair if you need to and, if you have a laptop, you should use a stand to raise it up. If you ever have to angle your head upwards or downwards to see the screen, then tension can build up in your neck and cause headaches and fatigue.

Repetitive Strain Injury (RSI)

There should be enough room in front of your keyboard to support both your forearms and your wrists on the desk. Push your computer screen and your keyboard back a bit if necessary. This desk support helps prevent your arms from becoming tired or achy. When typing, keep your wrists straight. If you have to bend your wrists upwards to reach the keyboard then use a wrist support, otherwise you are at risk from a repetitive strain injury.

To keep your arms and wrists ache-free:

Reach your arms out in front of you and draw big circles with your wrists, first in one direction and then the other.
Stretch your arms out to the side as far as you can and then above your head as high as you can to stretch your arms, wrists and back.
Interlock your fingers and then push them out in front of you, with palms facing out.

For further guidance please see the health and safety executive.

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