



Acceptable ICT Use Policy & Agreements

Lower School

Committee Responsible - Curriculum and Target Setting
Last review: 2010/2011
Next Review: 2012/2013

Acceptable Use Agreement - Lower School

The aim of this policy is to ensure:

-that all students will be responsible users who stay safe while using the internet and other communications technologies.

-that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

General School Rules Apply to all use of ICT equipment and rooms.

Acceptable Use Policy Agreement

I understand that I must use school ICT equipment in a responsible manner to ensure there is no risk to my or other users' safety or the safety and security of the ICT systems. I understand that the use of the equipment provided is for educational purposes only.

I understand that the school will monitor my use of the ICT systems, email, other digital communications and storage media and agree that I will not store or access any unsuitable or prohibited data of any sort.

In particular the following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws or any other illegal activity
6. Using other peoples' passwords
7. Trespassing in other peoples folders, work or files
8. Intentionally wasting limited resources including playing online games or streaming videos.
9. Using proxy servers for any reason
10. Attempting to bypass the security and filtering provision in place in any way
11. Using the schools computers and network for commercial use or any use not connected to school work.
12. Installing, attempting to install or storing any programme on a school computer.
13. Changing or attempting to change any settings on the computers

14. Printing of any material not for submission as class or coursework.

I undertake to protect my user profile and area by ensuring that I always log off when I have finished with a computer, never tell anyone else my password and change my password if I suspect that someone else knows it.

I undertake to report any damage to equipment or software however it was caused to a member of staff immediately.

In order to stay safe I will abide by the guidelines laid down by Childnet under their Stay Smart advice:

Stay SMART

S - Staying safe involves being careful and not giving out your name, address, mobile, school name or password to people on line.

M - Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents or carers permission and then when they are present.

A - Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages

R - Remember someone online may be lying and not be who he or she say they are. If you feel uncomfortable when chatting or messaging end the conversation.

T - Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

For more information about Internet safety, visit: <http://www.childnet-int.org/>

Failure to abide by this agreement will lead to disciplinary action in accordance with the schools standard disciplinary procedures.

Internet and ICT Parent Permission Form

Please complete and return this form to your Form Tutor

Name of Student..... Tutor Group.....

Student

As a school user of the Internet and School ICT equipment, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Student Signature..... Date.....

Parent

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use electronic mail, the Internet and appropriate ICT equipment and to abide to the school's guidelines, which are available on written request. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature Date.....

Appendix 2: Year 7 letter and proforma

September 2010

Dear Parent / Carer,

St Peter's Catholic School offers pupils supervised access to the Internet across the curriculum. Before being allowed to use the Internet, all pupils must obtain parental permission. The enclosed form, which must be signed by both parents and pupils, will act as evidence of your approval and acceptance of the school rules on this matter.

Access to the Internet enables pupils to access an almost infinite range of information throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The service supplied to the school is filtered, which means that sites that are known to be offensive are blocked, however, no filtered service is completely safe. The staff at St Peter's will take immediate action if such sites are encountered.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school time, teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

We would be grateful if you could complete the permission form overleaf.

Yours sincerely,

Mark Poeti
Head of ICT

Internet Parent Permission Form

Please complete and return this form to your ICT teacher.

Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. *I confirm that I have read the Acceptable Use Policy Document.*

Pupil Signature..... Date.....

Username.....

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet and to abide to the school's guidelines. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media. *I confirm that I have read the Acceptable Use Policy Document.*

Parent Signature Date.....

Name of Pupil..... Date.....

Tutor Group.....