



1. Internet and Responsible ICT Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, which I will keep secret.
- I will not modify or delete other people's files or deliberately turn off other people's computers.
- I will not break into other people's user areas or networks without permission.
- I will use the school email system or School Portal to send work to and from school.
- I will only e-mail people I know, or my teacher has approved and with a valid reason.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat or use the school connection to download music / videos / games or to stream radio stations / 'TV catch-up' services or music videos.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Permission form for Internet Access and Responsible ICT Use



ICT Department

Name of Pupil: _____

Tutor Group: _____

Pupil

Pupil Agreement

I have read and understood the school rules for Responsible ICT Use and use of the Internet and I will use the computer system and Internet in a responsible way and observe all the restrictions explained to me by the school.

Pupil signature: _____ **Date:** _____

Parent/Guardian

I give permission for my son/daughter to access email and the Internet as provided by the school. The school will not be liable for any damages resulting from this use, but will take all reasonable actions to prevent access to inappropriate material, including the use of filtering and monitoring software.

I have read the school rules for Responsible ICT Use and understand that I remain responsible for the conduct of my son/daughter while using the school network, email system and the Internet.

Parent signature: _____ **Date:** _____

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