

Up Holland High School

E-mail and Internet Use Good Practice

Rules for ICT Use

The school computer system provides Internet access to students for learning. This E-mail and Internet Use Good Practice statement will help protect pupils and the school by clearly stating what is acceptable and what is not.

- School computer and Internet **use must be appropriate to the pupil's education.**
- Access **must only** be made via the **user's authorised account and password**, which must **not be given to any other person.**
- Copyright and intellectual property rights must be respected.
- Users must **respect the work of others** which might be stored in common areas on the system.
- Users should always try and **store files and data in their own secure area** or on removable media.
- Files and data stored in **common areas of the system must be transferred** at the earliest opportunity to the users own area. **Such files will be regularly removed** from the system.
- **Users are responsible for e-mail they send** and for contacts made. E-mail should be **written carefully and politely.** As messages may be forwarded, **e-mail is best regarded as public property.**
- **Anonymous messages and chain letters must not be sent.**
- Users should **report any unpleasant material or messages received.** The report will be handled with discretion and will help protect others.
- The use of **public chat rooms is not allowed.**
- The school **ICT systems may not be used for private business** purposes, unless the headteacher has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whomever they belong to.
- **Irresponsible use** may result in the **loss of Internet access.**

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-mails 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.

Consent Form

Up Holland High School

Responsible E-mail and Internet Use

Please complete and sign

Pupil:

Form:

Pupil's Agreement

I have read and understand the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent / Carer's Consent for Internet Access

I have read and understood the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Parent / Carer's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date: