WALTON HALL ACADEMY

E-mail and Internet Use Good Practice

Rules for ICT Use for Students

I want to feel safe all the time.

I agree that I will:

- Always keep my passwords a secret and use my own log in
- I will not bring personal ICT equipment (eg USB devices/memory pens/laptops) to use in academy without permission
- Only open pages which my teacher has said are OK
- Only work with people I know in real life
- Tell my teacher if anything makes me feel scared or uncomfortable on the internet
- Make sure all messages I send are polite and sensible
- Show my teacher if I get a nasty message
- Not reply to any nasty message or anything which makes me feel uncomfortable
- Not give my mobile phone number to anyone who is not a friend in real life
- Only email people I know or if my teacher agrees
- Only use my academy email
- Talk to my teacher before using anything on the internet
- Not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- Not upload photographs of myself without asking a teacher
- I will not use Internet chat
- I know that the academy 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
- Never agree to meet a stranger

The academy may exercise its right by electronic means to monitor the use of the academies 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 academy'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.

Walton Hall Academy

Consent Form

For Students

WALTON HALL ACADEMY
Responsible E-mail and Internet Use
Please complete, sign and return to the secretary

Pupil:	*Year group:*

Pupil's Agreement

I understand the academy 'E-mail and Internet Use Rules. 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 academy '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 academy 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 academy is not liable for any damages arising from use of the Internet facilities.

Signed:	*Date:*

Please print name:

March 2015

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Walton Hall Academy is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached 'E-mail and Internet Use Good Practice - 'Rules for ICT Use' document, and sign and return the consent form so that your child may use Internet at academy.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in academy. Our academy Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the academy cannot be held responsible for the nature or content of materials accessed through the Internet. The academy will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please contact me to arrange an appointment.

Yours sincerely

P A Carmichael

Head of Academy