



September 2017

Dear Parent/Carer,

As part of the school's IT provision we offer access to the Internet and e-mail facilities. However, before being granted full access, all students must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Access to the Internet at school will enable pupils to explore the wide range of educational resources now available. It will, if used appropriately, add enormous value to their work. Access to the Internet at school is gained through a filtered site provided by the East Midlands Public Service Network [EMPSN]. This means that known pornographic and unsuitable sites are blocked. Teachers make every effort to make sure that students use the resource both appropriately and effectively but it must be accepted that if students actively seek unsuitable material it can be difficult to detect or observe every occurrence of this type. Our aim is to educate students in both the benefits and dangers of using this source of information. We teach all students about the importance of E-Safety through lesson activities, assemblies and a dedicated evening involving Leicestershire Police. We also advise students on the safe and appropriate use of social networking and the age restrictions in force on such sites.

Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using online services and information sources.

We would be grateful if you could read the guidelines enclosed and return the enclosed agreement signed by you and your child.

Yours faithfully,

Miss Julie McBrearty
Principal

Welland Park Academy

Rules for Responsible Network and Internet Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

You are provided with personal access to the school network to assist you with your coursework. Any other use of the school network is unacceptable. Internet and e-mail is provided for you to conduct research for your school subjects and communication regarding your studies.

Networks, email accounts and user areas are not regarded as private and ICT staff will view files and communications to ensure that the system is being used responsibly.

I will:

- Access the system with my own login and password which I will keep secret.
- Use printers carefully as resources are not unlimited
- Use the computers for school work and homework
- Gain parental permission to use the Internet and e-mail
- Ask permission from a member of staff before using the Internet
- Only e-mail people I know or my teacher has approved
- Be sure my messages will always be polite and responsible
- Treat all ICT equipment at the School with care and respect

I will not

- Send, display or store offensive messages or pictures
- Use obscene language
- Harass, insult or attack others or access any websites of a racist or other discriminatory viewpoint or post any inappropriate comments online via social media websites.
- Like or comment on any inappropriate social media posts related to staff or students
- Enter any web address having a link or a rogue program that accesses websites of a pornographic nature.
- Damage computers or computer works by physical or non-physical actions such as introducing programs which crash machines or introduce viruses deliberately onto the network
- Hack into the network system
- Violate copyright laws including downloading illegal music samples
- Trespass in or damage another's folders of work or files
- Intentionally waste limited resources such as paper or printer ink
- Play computer games, use the chat lines or any other recreational activity without permission
- Use any method to avoid the school Internet filtering system

Consequence of irresponsibility or illegal use.

- Temporary or permanent withdrawal of your access
- Action under the school behaviour plan
- Involvement of the Police or Local Authority

PLEASE SIGN AND RETURN THIS PART TO SCHOOL

Welland Park Academy Network Agreement

Please read through the rules for responsible use of the network and internet with your child and then sign the relevant sections below.

STUDENT

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

I will:

- Access the system with my own login and password which I will keep secret.
- Use printers carefully as resources are not unlimited
- Use the computers for school work and homework
- Gain parental permission to use the Internet and e-mail
- Ask permission from a member of staff before using the Internet
- Only e-mail people I know or my teacher has approved
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Student Name: Tutor Group:

Student Signature

PARENT

As the parent or legal guardian of the student signing above, I grant permission for my son/daughter to use electronic mail and the Internet. I understand that students are held accountable for their own actions. I also give permission for photographs of my child to be included in newsletters, the school prospectus and on the school website and/or school social networking page, following Leicestershire County Council guidelines for such publications. Names of children will not be printed next to photographs without prior parental agreement. I also give permission for students to use photographs and video clips produced for lessons as part of their work in ICT and other subject areas.

Parent Signature Date