



Rules for ICT Use – Students

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

- School computer and Internet use must be appropriate to the student's education.
- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Storage media must not be brought into school unless permission has been given.
- 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. Conversely, users should always try and store their 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-mails are 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 confidential 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, whoever they belong to.
- Irresponsible use may result in the short-term loss of Internet access, short-term ban from E-Mail access; up to a total ban on the use of ICT resources within the school at the discretion of the Headteacher/Systems Officer.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, 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.

Wightwick Hall School

Responsible ICT Use

Student Consent Form

Please complete, sign and return to the school

<i>Pupil:</i>	<i>Form:</i>
<p>Pupil's Agreement</p> <p>I have read and understand the school 'Rules for ICT Use' document. I will use the computer system and Internet in a responsible way and obey these rules at all times.</p>	
<i>Signed:</i>	<i>Date:</i>
<p>Parent / Carer's Consent for Internet Access</p> <p>I have read and understood the school 'Rules for ICT Use' 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.</p>	
<i>Signed:</i>	<i>Date:</i>
<i>Please print name:</i>	
<p>Parent / Carer's Consent for Web Publication of Work and Photographs</p> <p>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.</p>	
<i>Signed:</i>	<i>Date:</i>