



Alumwell Business & Enterprise College

Responsible Computer and Internet Use

Rules for Staff and Students

- ❑ The school owns the computer system. This Responsible Computer and Internet Use statement helps to protect students, staff and the school by clearly stating what use of the network is acceptable and what is not.
- ❑ Irresponsible use may result in the loss of Computer and/or Internet access.
- ❑ Network access must be made via the user's authorised account and password, which must not be given to any other person.
- ❑ Interfering with, or attempting to gain access to other users network accounts is not allowed and may result in suspension of your network account.
- ❑ School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- ❑ Copyright and intellectual property rights must be respected.
- ❑ E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- ❑ Users are responsible for e-mail they send and for contacts made.
- ❑ Anonymous messages and chain letters are not permitted.
- ❑ The use of chat rooms is not allowed.
- ❑ The school ICT systems may not be used for private purposes, unless the head teacher has given permission for that use.
- ❑ Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ❑ ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- ❑ Damaging or interfering with computer systems, hardware or software is not permitted.
- ❑ Excessive printing is discouraged. Users can purchase additional printer credits.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of E-mail and the deletion of inappropriate materials 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 unauthorised or unlawful text or imagery.

November 08

Dear Parents

Responsible Computer and Internet Use

As part of your child's curriculum and the development of ICT skills, Alumwell Business & Enterprise College is providing your child with a computer network account and 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 Rules for Responsible Computer and Internet Use, and sign and return the consent form so that your child may use Computers and the Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to deal with this risk in school. Our school 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. We also have leaflets from national bodies that explain the issues further. The full text of our policy is available on our website, <http://www.alumwell.org.uk>.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School 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 please telephone me to arrange an appointment.

Yours sincerely

S. M. Bradford
Head teacher

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Please complete, sign and return to the school

Pupil:
Print

Form:

Pupil's Agreement

I have read and I understand the school Rules for Responsible Computer and Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for Responsible Computer and Internet use 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'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: