

Responsible Internet & Computer Use

The computer system is owned by the College. This Responsible Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Students requesting Internet access should agree to and sign a copy of this Acceptable Use Statement and return it to Mr de Leeuw-Kent (Director of ICT systems) for approval and internet activation.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account username and password, which must not be given to any other person.
- 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 and social networking sites is not allowed.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- USB keys should be used for school work only, not music, games or other inappropriate files.
- Respect all hardware. Don't touch the back of machines.
- Do not bring food or drink into ICT areas, including chewing gum.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

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, imagery or sound.

Pupil's Agreement

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

Signed: _____ **Date:** _____

Please print name: _____

Tutor Group: _____ **User name:** _____

Parent's Consent for Internet Access

I have read and understood the school Rules for Responsible Internet & Computer 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: _____

ICT Staff Signature: _____ **Date:** _____