

Nightingale School

**Email and Internet Use
Good Practice:
rules for ICT use**

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ICT including the internet, learning platforms, email and mobile technologies have become an important part of learning at Nightingale and our ICT system provides Internet access and email to students for learning. We want all students to be safe and responsible when using any ICT. It is essential that students are aware of safety and know how to stay safe when using any ICT. Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. This Email 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 your education.
- Access must only be made via your 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.
- You must respect the work of others which might be stored in PupilShare on the system. Files and data stored in PupilShare should be removed when no longer needed.
- You are responsible for email you send and for contacts made. Email should be written carefully and politely. Any content that is likely to cause offense should be avoided. Material that is bullying, sexual or illegal will result in immediate account suspension and school disciplinary procedures being implemented. As messages may be forwarded, Email is best regarded as public property. Anonymous messages and chain letters must not be sent.
- You 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 head 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 loss of Internet access.

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 Emails 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.

Student Agreement

I have read and understand the school 'Email and Internet Use Good Practice: rules for ICT use'. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Student Name:

Signed:

Date:

Parent/Carer's Consent for Internet Access

I have read and understood the school 'Email and Internet Use Good Practice: rules for ICT use' and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students 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.

Parent/Carer Name:

Signed:

Date:

Parent / Carer'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 website. 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.

Parent/Carer Name:

Signed:

Date:

