

3rd May 2016

Dear Parent/Carer

Re : Acceptable Use Policy

ICT including the internet, learning platforms, email and mobile technologies has become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-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. Any concerns or explanation can be discussed with their class teacher or Mr C Brotherston e-Safety Co-ordinator.

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/learning platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission.
- I will ensure that my online activity, both in and out of school, will not cause either staff, students or others distress or bring into disrepute.
- I will support the schools approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carers will be contacted.

Please return the attached sheet to student reception.

Yours sincerely

Mr C Brotherston
E-Safety Co-ordinator
c.brotherston@rushden-academy.net

Please return this sheet to Student reception by 9th May 2016

Re : Internet and E-mail Use

As the parent or legal guardian I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. My son/daughter has signed below to confirm that they will keep to the school's rules for responsible ICT use outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter will be informed, if the rules have to be changed during the year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials.

I understand that the school can check my child's computer files and the Internet sites they visit. I also know that the school will contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

We have discussed this document and _____ (students name) agrees to follow the e-Safety rules and to support the safe and responsible use of ICT at Rushden Community College.

Student Signature : _____

Tutor Group: : _____

Parent/Carer Signature : _____

Date : _____