

MRR/ AAM

January 2010

Dear Parent/ Guardian

WINTERHILL SCHOOL COMPUTER AND INTERNET POLICY

The School's computer network is well established and plays a big part in the education of pupils and others at Winterhill School.

In school, access to the Internet is provided for the purposes of educational research and learning. We have developed the following ICT policy for staff and students to provide rules and safeguards for appropriate use of the Internet.

If you wish your child to gain access to the Internet when appropriate, would students and parent/guardians please carefully read, sign and return the following agreement to your group tutor at school. We will then keep the signed agreement on record.

Please detach the form at the bottom of this document and return to your group tutor

STUDENT AGREEMENT

- I understand that access to the Internet from Winterhill School must be in support of educational research or learning, and I agree to the following:
- I will refrain from accessing any Newsgroups, links, list servers, web pages or other areas of cyberspace that would be considered offensive in the judgement of the school's Headteacher (or delegate) because of pornographic, racist, violent, illegal, illicit or other content.
- I will not use chat rooms unless as part of a teacher-led educational project
- Accordingly, I am responsible for monitoring and appropriately rejecting materials. Links, dialogues and information accessed/ received by me.
- I will not use valuable Internet time playing non-educational games.

- The school has effective web content filtering, but not all offensive material will be automatically detected. I will not try to “cheat” the filtering system under any circumstances, and will not search for information of an offensive nature. If I feel that a website is unnecessarily filtered, instead of trying to “cheat” the filtering system, I will seek help and guidance from the network manager or member of ICT staff.
- I will be courteous and use appropriate language. I will refrain from using obscene, harassing or abusive language and will report any cases of such usage against me to my teacher or to my Behaviour for Learning Leader.
- I accept responsibility to keep copyrighted material from entering the school. Therefore I will not download software, games, music, graphics, videos or text materials that are copyrighted. I will not violate any copyright laws by posting or distributing copyrighted materials.
- Plagiarism is unacceptable. Therefore I will use any downloaded material in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material.
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself.
- I will not damage computers, computer systems or networks. Furthermore, if I discover any methods of causing such damage I will report them to my Behaviour for Learning Leader and I will not demonstrate them to others.
- I will not attempt to change any computer, monitor or software settings on any school computers without permission to meet a personal need.
- I will abide by the current sign-on procedures for access to the computer network, respect other student’s work and not attempt to access other people’s work on the network by using either aliases or passwords that are not mine.
- The entire network is protected by anti-virus software. Students and staff are advised to use ant-virus software on home computers and laptops. If a virus is reported on screen, a member of ICT support staff should be informed immediately.
- The Network Manager carries out daily network backups. I will, however, attempt to save my own work correctly, and use sensible file management techniques at all times.
- Each student will in the near future, being given out slowly now, have a school e-mail address made available through the school’s network. When using this address or a web-based e-mail account, I will conform to the expectations set out in the points above.
- I will not take digital photographs, or edit digital images of staff or students without their consent.

- I will not attempt to use personal devices such as a mobile phone or digital music player in the school unless the school/teacher gives permission and it is for educational use.
- I will only use my USB memory stick or other form of removable medium to bring files into school that are directly related to my school work.
- If I violate any of the terms of this agreement, I will be denied access to the Internet and/or computers for a time to be determined by the Headteacher and may face further disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.

IMPORTANT PARENTAL NOTE

Your son/ daughter may have been involved with school events (examples: Drama Performances, Talent Show, School Trips, Sponsored Bounce, Sports Teams).

We have taken photographs at such events

The photographs may be displayed as a photo album within the website. Names of pupils WILL NOT be attached to the pictures.

IMPORTANT

If you DO NOT want photographs of your son/daughter participating in school events to be published on the school website either **now or in the future**, please contact me via letter or telephone as soon as possible.

Thank you for your continued support

Yours faithfully

Mr R.D.I. Burman
Headteacher

STUDENT AGREEMENT

Name (Please print name) _____ Form _____

Signed _____ Date _____

PARENTAL AGREEMENT

As the Parent/ Guardian of _____ (please complete), I hereby acknowledge that I have read the agreement on student use of computers and the Internet at Winterhill School and discussed it with my child. I understand that access is designed for educational purposes. I recognise that, while efforts will be made to monitor student use of computers and Internet, it is impossible for Winterhill School to continually monitor and restrict access to all controversial materials. I further acknowledge that, while questionable material exists on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the staff or Head teacher of Winterhill School responsible for any such materials acquired from the Internet.

Name (please print name) _____

Parent or Guardian of _____ Form _____

Signed _____ Date _____