Access to the Internet/E-mail

Acceptable Use Policy

Dear Parent/Guardian

As part of our curriculum we encourage pupils to make use of educational resources available on the Internet. Access to the Internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world.

To guard against accidental access to materials that are inappropriate in school Notre Dame accesses the Internet by means of the Lightspeed systems Internet Filtering Appliance, which provides an appropriately filtered service. However, it is not possible to provide a 100% assurance that students might not accidentally come across material that would be inappropriate.

Therefore, before they access the Internet we would like all students to discuss the included Internet Code of Conduct with their parents/guardians and then return the attached form to school.

We believe that the educational benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.

During lesson time teachers will guide students toward specific materials and educational resources. Where pupils are given permission to access the Internet outside lessons they must agree to access only those sites that are appropriate for use in school.

Yours sincerely

Russell Warren
Network Manager

Notre Dame School – Internet Code of Conduct

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use the Internet in an appropriate and responsible manner.

You should:
- Only access sites which are appropriate for use in school. This also applies outside lesson time.
- Be aware that your actions on the Internet can be seen by others
- Be aware that information on an Internet website may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it.
- Be careful of what you say to others and how you say it. Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart.
- Treat others as they would expect to be treated, e.g. show respect and be polite.
- Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.
- Check with a teacher before:
  - Completing questionnaires or subscription forms online
  - Opening e-mail attachments

You should not:
- Send, access or display offensive messages or pictures
- Never give your password out to others
- Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority
- Intentionally waste resources

Please note:
- You should always log out when your session has finished
- User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

Notre Dame School – Internet Code of Conduct

Student: …………………………………………………………………. **Tutor Group:**…………

My parents and I have read the Code of Conduct for Internet Use and I agree to follow it.

Signature: …………………………………………….……………….. Date: ………………………

User Name:-
Your user name will be in the format of the year you would have joined the school in year 7 first initial, surname: e.g Ann Other who joined the school in 2012
Would be=12aother

Password for Internet and E-mail Access:-
Will be supplied to you by the Network Department

Parent:
As parent/guardian, I have read, discussed and explained the Code of Conduct for Internet use to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access will be withdrawn and I will be informed.

Parent/Guardian Signature: …………………………………………….. Date: …………………..

Permission and Copyright Release
Notre Dame may produce printed publications and a school website which may include examples of pupil's work and/or photographs of pupils. No student's work will ever be used without his/her permission and we take the issue of child safety very seriously, which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information. (This can be changed at any time; just see the ICT Coordinator).

I consent to photographs and digital images of the child named above, appearing in printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media, such as CDROM, as part of the promotional activities of the school. I also consent to examples of my child's work being published on the school website or on other media, subject to strict confidentiality of personal information.

Parent/Guardian Signature: …………………………………………….. Date: …………………..