

Headteacher
S WHELAN

Telephone: **02380 269722**
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THORNDEN
SCHOOL

Thornden School
Winchester Road
Chandlers Ford
Eastleigh
Hampshire
SO53 2DW

PUPIL ACCEPTABLE USE POLICY

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will not access, remove or write files to or from any area of the network other than my designated "My Documents" or authorised Shared Area folders.
- I will not allow any other person to use my log-in username and password.
- I will not interfere with, or take any action which is liable to damage the network hardware or software.
- I will only use the Internet for schoolwork or homework and only with the permission from a member of staff.
- I will not attempt to access or download from Internet web sites where the material is likely to be unsuitable.
- I will not send e-mails that are obscene, derogatory or liable to cause offence. Any e-mails I do send will be polite and responsible. I will not send any e-mail attachments that are irrelevant to my school work.
- I will only communicate with people I know or those my teacher has approved.
- Whilst using the Internet, I will NOT give my home address or telephone number, or arrange to meet someone without the permission of my parents or teacher.
- I will report any unpleasant material or correspondence sent to me. I understand that this report will be confidential and will help protect other pupils and myself.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will not take or distribute images of anyone without their permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held/external devices (mobile phones/USB devices, etc) in school if I have permission and understand that Thornden School does not accept any responsibility for damage to such equipment which may be caused by connecting devices to the school network.
- If I use my own devices in school without permission, they may be confiscated.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programs or software that might allow me to bypass the filtering in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any attachments to emails, unless I know and trust the person/organisation that has sent the email due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings.
- I will not attempt to use chat, IM or social networking sites.
- I will not attempt to forward SPAM or chain mail using the school network.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I will not attempt to make purchases of goods and services over the Internet using the school systems.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

March 2014

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March 2014

Dear Parent/Carer

PUPILS ACCEPTABLE USE POLICY

As part of the curriculum offered at Thornden School your child will be accessing the Internet and E-mail.

We place a high importance on the safe use of the Internet and our Acceptable Use Policy has been designed to facilitate this. It will be discussed and explained to pupils during their first week at Thornden. They have to agree to this policy before they are allowed access to the Internet within school. To this end, could you please sign and return the attached slip as soon as possible.

A copy of our Acceptable Use Policy is attached to this letter.

In the event of a breach of the Acceptable Use Policy a range of sanctions will be used.

The Acceptable Use Policy provides an opportunity for further conversations between you and your child about safe and appropriate use of the Internet and other on-line tools (e.g. mobile phones, social networking sites), both within and beyond school (e.g. at a friend's house or at home).

Should you wish to discuss the matter further please contact me.

Yours sincerely

Miss S Whelan
Headteacher

Acceptable Use Policy for safe use of the Internet

Name of Child: _____

Tutor Group: _____

Parent/Carer Agreement:

- I have read and discussed the rules with my child and confirm that he/she has understood what the Acceptable Use Policy means.
- I understand that the school will use appropriate filtering and ensure appropriate supervision when using the Internet, E-mail and on-line tools. I understand that occasionally, inappropriate materials may be accessed and accept that the school will endeavour to deal with any incident that may arise, according to its E-Safety Policy.

Parent/Carer Signature: _____ Date: _____