

September 2013

Dear Parent or Guardian and Student

Holywell Village First School Agreement for Responsible and Appropriate use of computers, Internet, email and all information and communications technology.

The Internet and other digital and information technologies are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and enhance learning. As part of our wider duty of care, Holywell Village First School is committed to ensuring that young people are able to use the Internet and related communications technologies appropriately and safely.

Holywell First School is connected to the Northumberland Grid for Learning (NGfL). This service includes a firewall against undesirable and inappropriate material which is further supported by our internal proxy server and virus scanning software. Each pupil is given a network account and school VTLE (Learning Platform) account from Year One onwards. They should treat their password as a bank PIN number.

Internet safety is of prime importance and every effort is made to ensure that pupils act responsibly in their use of Internet and email. Chat rooms are not accessible in school. Further information about Internet safety can be found on our school website. All staff and children are trained in reporting incidents should they occur.

Inappropriate use of any ICT equipment will result in appropriate sanctions being taken by the school in accordance with general school rules and policies. I should be grateful if you would read, sign and return the attached agreement form. Please do not hesitate to contact the school if you would like any further information.

Sandra Hogarth

HLTA/ICT

Information and Communications Technology includes all electronic communications devices and software including computers, internet, email, message boards, chat rooms, mobile phones, text messaging, digital cameras, personal stereos, ipods, mp3 players, video game consoles, interactive whiteboards, electronic keyboards, recording devices, personal web pages, removable storage devices, etc.

Document to keep at home for your information

Holywell Village First School Agreement for Responsible and Acceptable use of computers, Internet, email and all information and communications technology.

General

Pupils are responsible for good behaviour on computers and the Internet just as they are in a classroom or a school corridor. General school rules apply. Individual users of the Internet are responsible for their behaviour and communications over the network and they should comply with school standards and honour the agreements they have signed

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other media.

Computers in school are for schoolwork and homework only.

- Only print work when an adult tells you to.
- Always leave the room tidy for others to use. Put chairs under tables and waste paper in the recycling box
- If you are sent any unpleasant material or messages report it to an adult
- Report any faults to a teacher

The following rules must be adhered to by all students

- No food or drink (including water) is allowed in computer rooms or near ICT equipment
- Never damage any equipment, computer systems or networks
- For your own safety, never reveal personal details to others via Internet or email. This includes: addresses, telephone numbers or any data which could enable others to physically locate you as an individual. Never arrange to meet someone you have 'met' on the internet
- Never send or display offensive messages or pictures
- Never send or respond to chain letters
- Never use obscene language
- Do not violate copyright laws

- Do not use someone else's password
- Do not reveal your password to anyone.
- Do not trespass in other's folders, files or work

Sanctions

1. Violations of the above rules may result in a temporary or permanent ban on Internet or computer use.

2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

For a digital version of this policy please refer to the school website or request a hard copy from the school office.

website www.holywell@northumberland.gov.uk