

Acceptable Use Policy for Internet and E-mail

The Academy has a connection to the Internet. The Internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the Academy curriculum areas. Thousands of schools across the world now have access to the Internet, and many students are reaping the educational benefits this learning resource provides.

As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the Internet facilities safely and securely. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and each student using the Internet must agree to the following Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

- You must not attempt to access Academy computer resources without direction from a member of staff.
- The work/activity on the Internet during taught lessons must be directly related to your school work. Use of the Internet outside of lessons must also adhere to the Academy's acceptable use policy.
- You must not disclose to anyone any password or login name you have been given. You must not ask anyone else for their password or login name, or attempt to log on other than with your assigned login name and password. Logfiles and computer use can be monitored.
- Do not download and use material or copy and paste content which is copyright. Most sites will allow the use of published materials for educational use. Before using any material from the Internet you must check copyright permissions and credit the source of your material. If in doubt, or you cannot obtain permission, do not use the material.
- The Internet access granted to you is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that users of the system act responsibly. Under no circumstances should you attempt to view, upload or download any material that is likely to be unsuitable for children or schools. This applies to any material of a violent, antisocial or racist nature or inappropriate sexual content. You have a responsibility to inform the member of staff supervising you if you have accidentally accessed inappropriate content.
- Always respect the privacy of files of other users. Do not enter, or attempt to enter, the file areas of other students or staff.
- By signing this form, you accept that authorised Academy staff may view any material you store on the Academy's computers, or on disks you use on the Academy's computers. No disks from home can be used on systems in school until they have been virus scanned.
- Be polite and appreciate that other users might have views that are different from your own. The use of strong or threatening language is not allowed. You must not use the Academy's ICT resources, including e-mail service, in a manner that might be offensive to others.

- The Huish email service for students is provided for educational use only.

Failure to comply with these rules will result in one or more of the following:-

- A ban, temporary or permanent, on your use of the Internet facilities at school.
- A letter informing your parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to Academy facilities to be decided by the Head of Year/Head of Department.
- Any other action decided by the Principal and Governors of Huish Episcopi Academy.

This may include the involvement of the local authority and/or the police where appropriate.

If you do not understand any part of this Acceptable Use Policy, you should ask a member of staff for guidance. You should only sign the permission form when you have read, understood and are willing to comply with the above rules.

Information on internet safety can be found at <http://www.nidirect.gov.uk/internet-safety>

I have read, understood and accept the Acceptable Use Policy for Students.

Signature of Student

In order for your son/daughter to have access to the internet and email system used in accordance with the acceptable use policy we require your consent. We may also from time to time wish to display your child's work, with their agreement, on the Academy website.

Do you consent to your child having access to the internet and email service as agreed by your son/daughter under the Acceptable Use Policy and for their work to be displayed on the Academy website?

CONSENT GIVEN **CONSENT REFUSED**

SIGNED: