



Acceptable Use Policy & eSafety Rules

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies etc, for school purposes.
- I will treat all school technologies with the utmost respect and will report any damage or acts of vandalism to a teacher immediately.
- No communications device, whether school provided or personally owned, will be used for the bullying or harassment of others.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will not download or install software on school technologies.
- I will not bring files into school without permission.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will follow the schools ICT security procedures and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with students, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered inappropriate, offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family, my friends or other students, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent/carers or teacher has given me permission and I take a responsible adult with me.
- Images of students or staff will only be taken, stored and used for school purposes in line with school policy and not be printed or distributed outside the school network without permission from a teacher.
- I will not print documents unnecessarily or wastefully. I understand that printing is a privilege and that if I am wasteful, my print credits may be reduced or withdrawn.
- I will not store any unnecessary images, videos or other media files in my user area or elsewhere on the school network. I will follow the school guidelines for reviewing and refining the contents of my user area.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system or network monitoring software.
- I understand that my use of the Internet and other related technologies are continuously monitored and logged and can be made available to my teachers and parents/carers at any time.
- I will report any incident that breaches the Acceptable Use Policy rules immediately to a teacher or a member of the ICT technical support staff.
- I know that I can go to www.thinkuknow.co.uk to find help about eSafety related issues.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carers may be contacted.

Dear Parent/Carer,

During recent years, we have invested heavily in our ICT infrastructure, facilities and equipment. Students have access to an ever increasing range of state of the art ICT equipment including PCs, laptops, netbooks, Mac Books, a Mac Pro, digital cameras, video cameras, digital sound recorders, interactive voting systems and graphics tablets. To ensure that this investment benefits students for years to come, we expect all students to use the equipment safely and responsibly at all times. Also, it is essential in this technological age, that all students are aware of eSafety and understand how to prevent putting themselves at risk from undesirable individuals or materials.

Students have regular, and sometimes unsupervised, access to our high speed broadband internet connection. Families must be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive to others. The school, the local authority and our regional broadband consortium have robust filtering and monitoring systems in place, however it is still possible that students could find such materials if they proactively search for them.

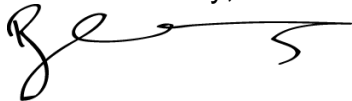
By keeping to the rules contained in our updated Acceptable Use Policy, we believe that students will continue to benefit significantly from our ICT facilities and keep themselves safe from the potential risks of using this technology. The rules contained in our updated Acceptable Use Policy provide an opportunity for conversations between students and parents/carers about safe and appropriate use of the Internet and other on-line tools (e.g. mobile phone), both within and beyond school (e.g. at a friend's house or at home).

In addition to this, please note that eSafety will be one of three core themes during our forthcoming safeguarding briefing for parents on Wednesday 25th November. Further details and booking information for this event will be made available in the near future.

Students can discuss any relevant concerns regarding our updated Acceptable Use Policy with their form tutor, Mrs Gwyther the Citizenship/PSHCE coordinator or myself the ICT coordinator. After having read and discussed the contents of the agreement, please complete parts 1–6 of the reply slip below and return it to school by Friday 2nd October.

If you have any questions or concerns relating to the contents of this document, please contact me at school via reception.

Yours sincerely,



B Creasy
Assistant Headteacher

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North Axholme School: Acceptable Use Policy 2009 – Reply Slip

1) We have discussed the updated Acceptable Use Policy and _____
(student name) agrees to follow the eSafety rules and to support the safe and responsible use
of ICT at North Axholme School.

2) I **do / do not (circle as appropriate)** wish for the student named above to be assigned or
continue to be provided with internet access in school

3) Parent/carer Signature: _____

4) Parent/carer Email: _____

5) Student Signature: _____

6) Form: _____ Date: _____

Please return this reply slip to the front office by Friday 2nd October