



The Information Communication Technology Network

Resources

There are four computer rooms and two smaller computer areas forming part of the schools learning resources. All other classes have at least one computer. These resources are used to provide:

- ❖ Computers for dedicated ICT courses
- ❖ Access to computers and software to support lessons across the curriculum
- ❖ Open access to computers and software
- ❖ Access to multimedia information
- ❖ Use of the Internet for research

Code of Conduct

Pupils are expected to abide by the guidelines set out in this document when using computers and accessing the Internet. The signatures at the end are to declare that the pupil has read and understood the Code of Conduct. It is important that you go through this with your child before they and you sign it.

Use of Computers

Pupils should behave sensibly at all times and respect the facilities along with their fellow pupils and their work. At Norton Canes High School we consider the following to be **unacceptable** use of the computer resources.

- ❖ Using unauthorised software
- ❖ Deliberate unauthorised access to facilities or files normally only available to staff of network managers
- ❖ Deliberate activity to disrupt other users
- ❖ Violating the privacy of others
- ❖ Misuse of printing facilities
- ❖ Misuse of other network resources
- ❖ Deliberate damage to hardware causing disruption to others



Responsible Internet Use

Rules for both Staff and Students

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the head teacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

**Norton Canes High School
ICT Department**



We ask you to go through the attached information with your child and then complete and return the form below.

Pupil:

Form:

Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

The Internet is a valuable education tool and resource. I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet and use the email account provided by the school. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials, it is impossible to guarantee that all such material cannot be accessed. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

The use of electronic mail is now an integral part of ICT at both key stages. It is a requirement of courses to evidence responsible use of both basic and advanced features of email. As a parent you have the right to request that the email account provided by the school for your child is deactivated, however, this would prevent them from passing the core unit of our examination course. Please contact the school by letter or email if you do not wish your child to have an email account.

Signed:

Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs

I agree that photographs that include my son/daughter may be published subject to the Child Protection Guidelines. I also give permission for my child's image to be recorded for use by the local media.

If you do not wish images of your child to be used by local media please contact the school by letter or email.

Signed:

Date:

Should you wish to contact the school by email in relation to the information above please use the following email address; administrator@nortoncanes-high.staffs.sch.uk