

# Townsend Church of England School

## INTERNET, ELECTRONIC MAIL, LEARNING PLATFORM, VIRTUAL LEARNING ENVIRONMENT, DATA AND IMAGE USAGE

### Acceptable Use Statement

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's "Acceptable Use" Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

All students will need to read and sign this **Acceptable Use Statement** and return it to the Head Teacher.

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- 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 system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with pupils, teachers or others is 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 offensive, extreme or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.

- Images of pupils and/ or staff will only be taken, stored and used for school purposes inline with school policy and not be distributed outside the school network.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring them into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will respect the Copyright of all materials.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I will not download files from the internet into my personal areas.
- I will not enter "chat / social" rooms unless instructed to do so by a member of staff.
- I will not use the school technology for personal financial gain, gambling, political purposes or advertising.
- 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/ carer may be contacted.

All ***email accounts*** and ***personal areas*** are regularly monitored by the ICT department.

Anybody found to be infringing any of the above rules will have their technology access rights immediately terminated and may face disciplinary action.

***PLEASE SIGN THE STATEMENT ON THE FOLLOWING PAGE***

**This document must be signed by both student and parent / carer and should be returned to the school office**

**DATA AND IMAGE USE**

If you do **not** wish your child to be included in any photographs used on the Townsend School web site, in other school publications, in press releases or photographs around the school, please write directly to the Head Teacher.

If you do **not** wish your name and address to be given to the Friends of Townsend Parent Teacher association, please write directly to the Head Teacher.

*We have read and accept both the “Acceptable Use Statement” and the “Data and Image Use Statement”*

Parent / Carer Name \_\_\_\_\_

Signed \_\_\_\_\_

Student Name \_\_\_\_\_

Form Group \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_