

Denbigh School

The Specialist Technology College
In Milton Keynes

Headteacher: Mrs S E Parker

Dear Parent/ Carer

ACCEPTABLE USE OF ICT AGREEMENT

As a specialist technology college, students at Denbigh have access to a wide range of equipment and software to assist with their studies. As a result, the use of ICT, including the internet, the Denbigh Virtual Learning Environment, e-mail, video, cameras and other mobile technologies have become an important part of teaching and learning at Denbigh.

We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of eSafety and know how to stay safe when using any ICT at school.

Your son or daughter will be able to access the Internet and to correspond by email with other students at home or abroad. When they use email they will be acting as an ambassador for Denbigh School. Consequently, it is important that certain standards are maintained.

Any mail that your son or daughter sends must not contain material which could cause offence, either to any person in this country or in the country to which they are sending it. This means that they would not be embarrassed or offended if the email was to be read by their teacher or by their parents. We also ask that if your son or daughter receives any offensive mail, they report it to either their Tutor or their Head of House, so that appropriate action can be taken.

Equally, when using the Internet, certain conditions apply. Your son or daughter should not visit or attempt to visit any site which could be considered offensive. Again, the yardstick is whether the school would approve of the material they are viewing. The Internet access system we use, filters very carefully which sites students can visit. However, it is not possible to offer a guarantee that all offensive sites have been blocked due to the nature of the Internet.

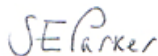
We closely monitor both email and Web access and all students take part in lessons designed to assist them to stay safe whilst using the Internet.

May I make it clear that we do not think that your son or daughter is likely to break any of the rules, but we feel it is important that you stress to your son or daughter the importance of not abusing the trust placed in them.

I therefore ask that you sign the following statement to show that you have discussed the attached Acceptable Use of ICT Agreement with your son or daughter, and that you have reinforced our views on how important it is that they stay safe online. We further ask that your son or daughter signs the statement below to say that they will abide by the eSafety rules that we have identified. A decision not to sign this agreement will result in the school restricting a student's access to our ICT facilities.

In the event of any breach of these conditions school sanctions will apply which could include: restrictions on access to the School Network, the Internet and email being withdrawn or in some cases exclusion.

Yours sincerely



Headteacher

✂ _____

Student's Name _____
(PLEASE PRINT)

Tutor Group _____

We have discussed the Acceptable Use of ICT Agreement and my son/daughter agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Denbigh.

Parent Signature _____

Date _____

I agree to follow the eSafety rules detailed in the Acceptable Use Agreement and to support the safe and responsible use of ICT at Denbigh.

Student Signature _____



Denbigh School Acceptable Use of ICT Agreement for Students

- 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 attempt to install software on school equipment.
- I will only log on to the school network and the Denbigh Portal with my own user name and password.
- I will not reveal my user name or passwords to anyone and will change my passwords regularly. We recommend that you change your passwords at least once per term.
- When I am logged onto the school network I will only use my authorised school e-mail account to send messages. This means that whilst I am in school I will not attempt to use the school computers to send any messages via a private email account or messaging service.
- I will make sure that all ICT communications with students, teachers or others are responsible, sensible and polite.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could be considered, by the school, to be offensive or illegal. If I accidentally come across any such material I will report it immediately to a teacher.
- Whilst online, I will not tell anyone any personal information such as my name, phone number and address or give out information about anyone else. I will not arrange to meet someone I make contact with online unless this is part of a school project and approved by my teacher.
- If I take any images whilst on the school premises they will only be taken, stored and used for school purposes, in-line with the 'Denbigh School Photographic Image Agreement', signed by my parents, and will not be distributed outside the school network without the permission of the school.
- 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 the school into disrepute.
- 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.
- I understand that all my use of the Internet and other related technologies are being monitored and logged and can be made available to my teachers and my parents.
- I understand that these rules are designed to keep me and all members of the Denbigh Learning Community safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.