Clitheroe Royal Grammar School

Acceptable Network and Internet Use Statement

For Students Years 7 to 11

The computer systems are owned by Clitheroe Royal Grammar School and are made available to students to further their education. The school's ICT 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 systems. The content of all internet sites visited by students will be monitored by the IT staff.

All students should return a signed acknowledgement slip to school.

The school reserves the right to withdraw access to IT resources from any student who behaves in an inappropriate manner. Internet access is filtered by the Local Education Authority. However, no filtering system is perfect. If your son/daughter accesses any material that they find disturbing (deliberately or accidentally), they should report it immediately so that it can be blocked.

- All internet activity should be appropriate to the student's education;
- Network access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of all materials must be respected;
- Posting anonymous messages, forwarding chain letters or using chat programs is forbidden;
- As e-mail can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden;
- Downloading or installing any third party programs is forbidden;
- Students are forbidden to take photographs or video of staff or students without prior permission;
- Material (text, video, photo) about the school and/or persons connected with the school are not to be published on the internet (e.g. Facebook) without prior permission from the Headteacher;
- Any activity which in the opinion of the school is inappropriate or brings the name of the school into disrepute is forbidden, including use of internet sites at home.
- Students should report any incidents of cyber-bullying and/or inappropriate use of the school's computers to their Head of Year and / or the Network Manager.
- **For online, interactive learning, make sure that you follow the instructions given by your teacher, wear appropriate clothing and are in a suitable setting (a neutral area of your home). Expectations should be as close to a classroom standard as possible. It is not acceptable for students to record events. School email addresses and appropriate usernames should be used for online platforms.**

Depending on the severity, any student disobeying this policy will experience sanctions including suspension up to permanent exclusion.

To be completed by the Parent/Guardian:

I have made my son/daughter aware of the need to adhere to the Acceptable Network & Internet Use Statement and he/she understands that visits to Internet sites may be monitored by IT staff.

Pupil's Full Name   …………………………………………..   Form   …………………………

Parent's Signature   …………………………………………..   Date   …………………………

Clitheroe Royal Grammar School

Acceptable Network and Internet Use Statement

For Sixth Form Students

The computer systems are owned by Clitheroe Royal Grammar School and are made available to students to further their education. The school's ICT 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 systems. The content of all internet sites visited by students will be monitored by the IT staff. Students requesting network/internet access should sign a copy of this Acceptable Network & Internet Use Statement and return it to the IT Office (in room 6) for approval. The school reserves the right to withdraw access to IT resources from any student who behaves in an inappropriate manner.

Internet access is filtered by the Local Education Authority. However, no filtering system is perfect. If your son/daughter accesses any material that they find disturbing (deliberately or accidentally), they should report it immediately so that it can be blocked.

- All internet activity should be appropriate to the student's education;
- Network access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of all materials must be respected;
- Posting anonymous messages, forwarding chain letters or using chat programs is forbidden;
- As e-mail can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden;
- Downloading or installing any third party programs is forbidden;
- Students are forbidden to take photographs or video of staff or students without prior permission;
- Material (text, video, photo) about the school and/or persons connected with the school are not to be published on the internet (e.g. Facebook) without prior permission from the Headteacher;
- Any activity which in the opinion of the school is inappropriate or brings the name of the school into disrepute is forbidden, including use of internet sites at home.
- Students should report any incidents of cyber-bullying and/or inappropriate use of the school's computers to the Head of Sixth Form and /or the Network Manager.
- **For online, interactive learning, make sure that you follow the instructions given by your teacher, wear appropriate clothing and are in a suitable setting (a neutral area of your home). Expectations should be as close to a classroom standard as possible. It is not acceptable for students to record events. School email addresses and appropriate usernames should be used for online platforms.**

Depending on the severity, any student disobeying this policy will experience sanctions including suspension up to permanent exclusion.

To be completed by the student:

I agree to adhere to the Acceptable Network & Internet Use Statement and understand that visits to Internet sites may be monitored by IT staff.

Full Name: ....   Form: ....

Signature: ....   Date: ……………….