ELLESMERE COLLEGE

E-Safety IT Policy, Agreement of use: IT Network and Internet – **Pupils and Parents**

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school or appropriate social purposes. ('Appropriate' means both in terms of content and location and time of access.)
- I will not download or install software on school IT devices.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the schools ICT security policy and not reveal my passwords to anyone and change them regularly.
- I will use only my school e-mail address for school purposes.
- 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 or illegal.   If I accidentally come across any such material I will report it immediately to a member of CR.
- I will not give out any personal information such as name, phone number or address. I will not use an on-line facility to meet someone.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of The Headmaster.
- 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 the school or anyone else into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times. (I will not claim others' work as my own recognising plagiarism and copyright).
- 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 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/ guardian may be contacted.
- I understand that I have a duty to report misuse of the schools' ICT systems to a member of CR.

Dear Parent/ Guardian

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in the school.   We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their tutor or the Head of Lower School, Middle School or Sixth Form as appropriate.

Please return the bottom section of this form to school for filing.

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IT Network and Internet Acceptable Use Policy, Pupil and Parent/ Guardian signature

We have discussed this document and (pupil name – please print):
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agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Ellesmere.

Parent/ Guardian Signature ……..……………….…………………………………….. ………

Pupil Signature……………………………………………. Date ………………………………