



DAVENANT FOUNDATION SCHOOL NETWORK AND INTERNET AGREEMENT

The Internet is an extremely useful learning tool. However, there are potential problems that we need to be aware of. At present, every reasonable attempt has been made to protect users from unsuitable material.

The purpose of this agreement is to provide rules for appropriate use of the Internet and the school's network. Both students and parents should carefully read and, subsequently, sign the following:

Student Agreement

- I take responsibility for my own use of the school's network and the Internet. I understand that access to the Internet from the school must be for **educational purposes only**.
- **I will not use the internet or any digital communication to harass, bully, libel, slander or hurt in any way any member of the school community – nor will I encourage others to do so.**
- I will not attempt to access any of the following: chat sites, social sites, newsgroups, Web pages, mailing lists, FTP sites or other areas of the Internet that would be considered offensive in the judgement of the Headteacher or other members of staff including pornographic, racist, violent, illegal, illicit or other content.
- I will not attempt to access the school's computer network with any of my own ICT devices, eg. telephone, laptop etc.
- I will keep my **password secure** and not allow any other students to access my area.
- I will not download software, games, music, graphics, videos or text materials that are available on the Internet or from any other technology, unless this is a requirement for my course/lesson.
- I will not install software of any kind on the schools' computers. If it is a requirement for my course/lesson then I will ask my teacher for help.
- I will not violate any copyright laws by posting or distributing copyrighted material.
- I will only use material in an appropriate manner in assignments, and will clearly state the source of the material.
- I will not post anything in a shared area that is inappropriate or change the work of anyone else.
- I will not reveal personal information, including names, addresses, credit card details and telephone numbers of others or myself.
- I understand that there can be dangers associated with seeing people contacted via the Internet and will **not** attempt to develop a personal relationship that could lead to meeting the person.
- I will not damage computers, computer systems or networks. Furthermore, if I discover any methods of causing such damage, I will report them to the ICT Manager and I will not demonstrate them to others.
- I will not alter the settings on the school computers. If there appears to be a problem with the settings, I will ask my teacher for help.
- I will abide by the current sign-on procedures for access to the computer network.
- I understand that the school network administrators have full access to the system and my account. This includes my online accounts and school email. They reserve the right to examine or delete inappropriate files. If inappropriate files are found, action may be taken against me. I am also aware that my steps in using the network can be traced (including web sites visited).

Acceptable Use Policy for Student Email

Use of email by students of Davenant Foundation School is permitted and encouraged where such use supports the goals and objectives of the school. All students are provided with their own email account, for educational use only.

Davenant Foundation School has a policy for the use of email whereby the students must ensure that they:

- Use email in an acceptable way
- Do not create unnecessary risk to the school by their misuse of the email system
- Comply with current legislation

Policy

- Students are responsible for the content of all email sent.
- The sending of offensive, profane or abusive email or other messages is forbidden.
- If students receive any offensive or inappropriate emails, they should report it to a teacher or the IT Manager immediately.
- Use of school email accounts for bullying or harassment will not be tolerated as this is against school rules.
- Email attachments should only be opened if they come from a known and trusted source.
- The sending of email attachments containing any program, file or shortcut that damages or shuts down a computer, damages or alters the operating system or alters, deletes or otherwise modifies user files is strictly forbidden and is a criminal offence (Computer Misuse Act 1990).
- The use of email rules that disrupt, slow down or damage the email server or network system is not permitted.

Monitoring

Davenant Foundation School accepts that use of email is a valuable school tool. However, misuse of this facility can have a negative impact upon student productivity and the reputation of the school. In addition, all of the school's email resources are provided for school purposes. Therefore, the school maintains the right to examine any systems and inspect any data recorded in those systems. The school can and does monitor real time computer sessions. Changing or altering computer setting to disable this monitoring can result in action being taken against you.

Sanctions

If a student is found to have breached any of the above, they will face the withdrawal of their email account and/or network usage for a fixed or indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach. In addition to this contact will be made with parents/carers to notify them of our concerns.

Serious offences may result in temporary fixed term or permanent exclusion from school.

Parental Agreement

- I have read the agreement on student use of the school IT facilities and discussed it with my child.
- I understand that this access is designed for educational purposes only.
- I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for Davenant Foundation School to continually monitor and restrict access to all controversial materials whilst allowing serious students freedom to research.
- I further acknowledge that, while questionable material exists on the Net, students must be responsible for rejecting unsuitable material and reporting it to a member of staff.

Davenant Foundation School fully complies with information legislation.

For the full details on how we use your personal information please see the school's website or call 0208 508 0404 if you are unable to access the internet.