

September, 2008

Dear Parent(s)/ Guardian(s)

### **Internet Permission and Network Access**

As part of the school's ICT programme we offer students supervised access to the Internet, the global network of computers. Stockton Local Education Authority would like all schools to ask parent(s)/ guardian(s) for permission for their child to use the Internet at school. The student and parent(s)/ guardian(s) must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Various projects have proven the educational benefits of Internet access, which will enable students to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. Although Internet use is supervised in our school, families will wish to be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. Our Internet Service Provider has implemented a filtering service, which prevents access to most of this material. However, it must be stated that this or any other system is not foolproof. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate materials. Outside school, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, mobiles, films and radio.

If you decide to support your child's application for access to the Internet, please complete the enclosed form within two weeks of the date of this letter and return it to Mr. Kelly, Mrs. Jackson, Mr. Mahfooz or the school ICT Network Manager. Failure to complete the enclosed form within two weeks will lead to your child's Internet access being denied and network account being suspended. The rules for Internet access and network access are shown overleaf.

Yours faithfully,

G. Kelly  
Head of E-Learning

# Internet access and Network access Policy

## Rules for Students at St. Michael's R.C. School

- (1) Students bringing in files/pictures on floppy disks, CDs, USB sticks (or any other media), or sending files via email or the Internet from outside school must ensure that virus protection is available on the PC used outside school. Free virus protection is available, information of which is available on [www.stmichaelsrcschool.org.uk](http://www.stmichaelsrcschool.org.uk)
- (2) Students should act responsibly and only use the Internet for school related work.
- (3) Students should undertake to respect copyright and not to plagiarise others' work.
- (4) Materials downloaded to any machine must be removed at the end of the session unless the teacher has given permission for these files to remain on the machine, network account, shared area or any other media used. In either case, rule (2) applies.
- (5) If deemed necessary, students should allow a teacher to inspect a floppy disk/USB stick/any other media/user account/school on line account/shared area for viruses and/or unsuitable material.
- (6) Students should **not** attempt to access unsuitable material from the Internet.
- (7) Students should understand that minor infringements would lead to a temporary ban on access to the Internet. Students should understand that serious violations would invoke school procedures to deal with the violation, needless to say that an immediate ban on access to the Internet and network account will take affect.
- (8) Students should **not** send e-mails that might offend others.
- (9) Students are not allowed to attach a picture to an e-mail, unless a teacher has given permission.
- (10) Students are strictly forbidden to log onto **any** other student's Network Account, **even** if the other student has given their permission. This includes accessing another account via a share.
- (11) Students are strictly forbidden to log onto **any** other student's Internet Account, **even** if the other student has given their permission.
- (12) Students are **not** allowed to download or upload files of any type without the express permission of a teacher. Permission is required for each time a file is to be downloaded or uploaded. Files can be downloaded and uploaded to the school's Virtual Learning Environment, MAPS or Vision to Learn without permission if the files being transferred are directly related to school work.
- (13) Students are **not** allowed to install software at any time.
- (14) Students are **only** allowed to use software that is shown on their desktop put there by the school. Students are not allowed to use any other software that might be installed on a computer including MSDOS, Command, CMD and messaging software or any other utilities or software that is not shown on the desktop.
- (15) The school monitors network accounts and Internet use automatically, where logs are kept and can be used if infringements have occurred.
- (16) Without a signed form, both the student's Internet account and network account will be suspended. If they have been suspended, these accounts will be reactivated when the student and parent/guardian have returned the signed form.

## Internet Permission Form

Please complete and return this form to Mr. Kelly, Mrs Jackson, Mr. Mahfooz or the Network Manager.

The form must **not** be returned to your form teacher.

### Student

As a network user, I agree to comply with the school rules on its use. If my parent/guardian has given me permission to use the email and Internet at school I will use the email and Internet in a responsible way and observe all restrictions explained in the letter sent with this form.

I understand that the school monitors network accounts and Internet use automatically, where logs are kept and can be used where infringements have occurred.

Student's Name (**Please print**): \_\_\_\_\_

Student's Form: \_\_\_\_\_

Student's User Name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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### Parent/Guardian

As the parent or legal guardian of the student signing above, I have seen the rules relating to the use of the network at school and understand that my child will be held accountable for their own actions.

If I have given permission for my child to use electronic mail and the Internet at school I understand that my child will be held accountable for his/her own actions relating to the use of email/Internet. I also understand that some material on the Internet may be objectionable. I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media.

I understand that the school monitors network accounts and Internet use automatically, where logs are kept and can be used where infringements have occurred.

I give permission for my child to use email and Internet at St. Michael's (please tick if you agree):

**I DO NOT** give permission for my child to use email or Internet at St. Michael's

Parent's/Guardian's Name (**Please print**) \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_