



# Highclare Preparatory School

## ICT Code of Practice Agreement for Pupils and Parents (Rec - Yr2)

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will only use the computers in school for school work and homework.
- I will not bring in software or disks/CDs into school without permission.
- I will ask permission from a member of staff before using the Internet.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my eSafety.

**Signed by child** \_\_\_\_\_

**Child's name (please print)** \_\_\_\_\_

**Class:** \_\_\_\_\_

### Permission for Internet Access

**Parent or Guardian:** As the parent or guardian of this student, I understand that computer access is designed for educational purposes in keeping with the educational goals of Highclare Preparatory School. I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, employing appropriate teaching practice and teaching online safety skills to pupils. I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's online safety or online behaviour. I will support the school by promoting safe use of the Internet and digital technology.

**Parent / Guardian's Signature:** ..... **Date:** .....

**Parent's Name (please print)** ..... **Form:** .....



# Highclare Preparatory School

## ICT Rules for Responsible Use Agreement for Pupils and Parents (Juniors Yr3 – Yr6)

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will access the system with the school log in and password, which I will keep secret.
- I will not access other people's files without permission.
- I will only use the computers for schoolwork and homework.
- I will not bring in software or CDs /pen drives into school without permission
- I will only play on games that my teacher has approved.
- I will only be allowed to use the school's e-mail under direct supervision from a teacher. The use of Internet e-mail services such as "hotmail" is strictly prohibited.
- I will not open e-mails sent by someone I don't know.
- I will not respond to any message that is unpleasant or makes me feel uncomfortable in any way. I will tell my teacher right away.
- I will not give out any personal information such as my real name, address, telephone number, my photograph or the name or location of my school without permission.
- I will not arrange to meet anyone that I have met through the internet.
- I will not use Internet chat rooms in school.
- I will not log onto any social networking site.
- I understand that school may check my computer files and may monitor my internet use.
- I understand that the failure to comply with these rules will result in restrictions on my use of the Internet facilities at Highclare School. My parents will also be informed of these restrictions.

### Pupil's Agreement

I agree to follow the Rules for Responsible Internet use. Student's Signature: .....

Student's Name (please print) ..... Form: ..... Date: .....

### Permission for Internet Access

**Parent or Guardian:** As the parent or guardian of this student, I understand that computer access is designed for educational purposes in keeping with the educational goals of Highclare Preparatory School. I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, employing appropriate teaching practice and teaching online safety skills to pupils. I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's online safety or online behaviour. I will support the school by promoting safe use of the Internet and digital technology.

Parent / Guardian's Signature: ..... Date: .....

Parent's Name (please print) ..... Form: .....



# Highclare School

## ICT - Acceptable Use Agreement: U3 to U6

1. All students are issued with a school email account which can be used for any school business and must not be used for personal business.
2. Private personal email accounts must not be used in school and as such the access to such accounts is blocked. This action is taken to limit opportunity for any viruses to be introduced onto the school network.
3. Students shall accept responsibility for all material stored under their user accounts.
4. Students may not let anyone else use their school account or password, or try to use that of others. Any attempts at masquerading, or pretending to be someone else, is forbidden. This includes sending out email in someone else's name.
5. Software may not be copied from or to Highclare's network or hard drives of the school computers. Students may only use software available on the school menus unless given specific permission from a computer teacher to do so.
6. Students may only access their own network data files or data files specifically designated by a teacher for student use.
7. Only computer games approved by a teacher can be played in the computer room or on any school computer.
8. Students may not alter, remove or damage any school or student owned hardware.
9. The deliberate introduction of computer viruses on Highclare's network, school computers or student / teacher owned computers is strictly forbidden.
10. Logging onto any social networking site is not allowed.
11. The Internet is to be used for scholarly research and as a means of obtaining helpful information. Highclare School denies any responsibility for the accuracy and quality of information obtained through its Internet account activity
12. Students should not give out their home address or phone number, or the address or phone number of any other students or school on the Internet, via email or any other service
13. The School reserves the right to review and monitor all information on Highclare School's network, including all material in students' personal folders.
14. The School Internet and / or email may not be used for any purpose which may constitute a criminal offence. This includes copyright violations such as using others' words or ideas as your own, libel laws which may involve publicly defaming people, and hacking which includes all efforts to bypass security systems and gain access to information that they do not have authorisation to view.
15. Students will not attempt to by-pass the school's security / monitoring system in any way thus accessing inappropriate material. 'Appropriate' material would be any material accessed for use in homework, coursework or in a student's private area of interest which might or might not be directly related to a school subject.
16. Students may not use the Internet and / or email servers for private business, including commercial advertising.
17. Use of the school computer system, including your email account, storage areas and iPads provided for your use, may be subject to monitoring by School to ensure compliance with this acceptable use agreement and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the school does keep a complete record of sites visited on the Internet by both pupils and staff, however, usernames and passwords used on those sites are NOT monitored or recorded.
18. This Acceptable use Agreement also applies to any school owned tablets that may be used by students.
19. Use of the school computer system indicates your consents to the above described monitoring taking place.



# Highclare School

## ICT - Acceptable Use Agreement for Senior School Students.

Please fill in both sections below and return to school.

**Student:** I understand and will abide by the above Acceptable Use Agreement. I also understand that any violation of this agreement may constitute a criminal offence. Violations of these rules may result in suspension of computer privileges and other appropriate disciplinary action, including suspension or dismissal from school, and / or legal action. Users are expected to report to a member of staff any information that they may have concerning the violation of these rules.

**Student's Signature:** ..... **Date:** .....

**Students' Name** (please print) ..... **Form:** .....

**Parent or Guardian:** As the parent or guardian of this student, I understand that computer access is designed for educational purposes in keeping with the educational goals of Highclare School. Highclare School students who have signed this agreement will have access to the Internet. While a substantial monitoring system is in place to prevent students from accessing inappropriate material, I realise that it is impossible for Highclare School to restrict access to all controversial matter. Therefore, I will not hold the school responsible for materials acquired on the network. I acknowledge that violation of the above rules constitutes a violation of school rules. I hereby give permission for my child to use computer facilities at Highclare School.

**Parent / Guardian's Signature:** ..... **Date:** .....

**Parents' Name** (please print) .....



# Highclare School

## **Staff ICT Acceptable use agreement**

This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to sign this agreement after having read the Highclare school ICT policy, online safety policy and mobile phone policy.

- I will support and promote the school's ICT, online safety and mobile phone policies and help all staff and pupils be safe in their use of ICT and related technologies.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school, nor will I try to use any other person's username and password.
- I will not access, copy, remove or otherwise alter any other users' files, without their express permission.
- I will only use the approved, secure email systems for any school business.
- I will not install any hardware or software without the permission of the IT dept.
- I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will only use the school's email / internet / Intranet / Learning Platform/iPad and any related technologies for professional purposes or for uses deemed reasonable by the Head.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to pupils.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available on request to the Head.
- Images of pupils and / or staff will only be taken using school equipment, stored and used for professional purposes in line with school policy. Images will not be distributed outside the school network without the permission of the parent / carer and Head.
- I will respect copyright and intellectual property rights.
- I understand that if I fail to comply with this Acceptable Use policy and Highclare school's ICT policy, online safety policy and mobile phone policy, I could be subject to disciplinary action.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines and in line with the school ICT policy, online safety policy and mobile phone policy.

User's Name: ..... Site: .....  
(please print)

Job Title: .....

Signature: ..... Date .....