



## The Blue Coat School

# E-SAFETY ACCEPTABLE USE POLICY Parent/Carer

### 1 Sending/Receiving/Downloads

- I appreciate that my son or daughter must always use the School's ICT facilities in a responsible manner and **not** in any way which would reflect badly on the School.
- I understand and agree that my son or daughter will not use the School's computer facilities to produce material which is likely to cause any type of offence to other students, staff or any other person associated with the School or the wider community.
- I understand and agree that accessing or trying to access any sites on the Internet that contain pornographic, racist, violent, illegal, immoral, objectionable, offensive, inappropriate or any other content that is deemed unsuitable by the School management.
- I understand and agree that my son or daughter will not send or receive material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person
- I understand and agree that plagiarism (the bulk copying of other's work) is unacceptable.
- I understand and agree that my son or daughter must not open an email attachment from an unknown source or perform actions that could leave him/her and others at risk from Viruses, Trojans and other unsafe programs.
- I understand and agree that my son or daughter will not under any circumstances attempt to use or search for PROXY bypass sites, or any other tool to attempt to bypass the school filters.
- I understand and agree that my son or daughter will not deliberately and knowingly break copyright laws (including but not exclusively the Copyright, Designs and Patents Act 1988) by posting, downloading, or distributing copyright material.

### 2 Keeping safe and secure

- I understand and agree that my son or daughter has been told not leave themselves logged in while away from the computer or let

others use their login, and that if they suspect others have used their log-in details they will report it immediately.

- I understand and agree that my son or daughter has been told to ensure that their password remains secret and is known only to themselves.
- I understand and agree that my son or daughter has been told to change their password regularly and ensure it is suitably complex and cannot be guessed easily- e.g. Alpha Numeric minimum seven characters.
- I understand and agree that my son or daughter will immediately inform an ICT technician if he/she suspects that another person knows their password.
- I understand and agree that my son or daughter will not use or attempt to use another person's login session or details.
- I understand and agree that my son or daughter will be e-Safe while on-line for their own protection and not reveal any personal information when using the Internet, including names, addresses, images, videos, banking details and telephone numbers of others or him/herself using school equipment. I understand that this is sensible advice when using the internet at home too.

### **3 Respecting School IT Equipment**

- I understand and agree that my son or daughter will not damage computers, computer systems, related accessories or network hardware/software or attempt circumvent any of the School's filtering programs or restriction policies for any reason.
- I understand and agree that if my son or daughter discovers damage he/she will report it to a member of IT staff.
- I understand and agree that my son or daughter should not disconnect/connect open or move any piece school IT equipment (laptops are excluded) or accessory (mice, keyboards etc) without express permission from the Network Manager or Site Manager
- I understand and agree that my son or daughter will not attempt to use the school wi-fi, network points or any other non-approved activity.
- I understand and agree that my son or daughter will not use the School's facilities to install any programs/run games or perform other non- school related tasks.
- I understand and agree that the School has e-Safe monitoring software that keeps logs of all potential violations that are checked regularly. If my son or daughter suspects that someone has been using his/her details he /she will report it immediately.
- I understand and agree that if my son or daughter deliberately breaks the terms of this agreement he/she may face disciplinary action determined by the Headteacher. In all cases a record will be kept of the violations.

**I HAVE READ, UNDERSTOOD AND ACCEPT ALL OF THE ABOVE. I UNDERSTAND THESE RULES ARE IN PLACE TO KEEP STUDENTS/STAFF SAFE. IF THEY FAIL TO FOLLOW THE ABOVE POLICY I UNDERSTAND THEY MAY FACE SERIOUS CONSEQUENCES.**

Print \_\_\_\_\_.

Date \_\_\_ / \_\_\_ / \_\_\_.

Signature \_\_\_\_\_.