

Hartismere School

Home/School Agreement about student use of school computer equipment and access to the internet.

Dear Parent/Guardian

Students are welcome to use the computer facilities at Hartismere School. Students will be issued with a network username and password.

Students can use school computers to access the internet. Access to the internet is filtered. The internet filtering systems are very robust, but due to the constantly changing nature of the internet it's impossible to be 100% effective. In an extremely rare case that a student is able to access undesirable content we would expect them to act responsibly, close the web page and alert a member of staff.

All students are issued with a Gmail email address. This should primarily be used to contact teachers or classmates, and to access Google Drive.

Students are able to use printers around the school but this is monitored and capped. A small charge may be applied for some printing (e.g. colour on glossy paper larger than A3)

Students should report immediately any incidents of "cyber bullying" to a member of staff. Students should take care to protect their identity while online and never reveal personal information about themselves or anyone else.

In the interest of safeguarding and e-safety, all computer and network activity is recorded and may be monitored. This includes the content of emails sent and received, web pages visited, and documents.

'School Rules' for use of ICT facilities at Hartismere School

- Students should use school computer equipment carefully and thoughtfully.
- Students should use the internet responsibly.
- Students should keep passwords a secret, and never log into a computer system with someone else's password.
- Students must never use school computer facilities or the internet to send an abusive, upsetting or harmful communication about The School, another student or member of staff.
- Students should not bring a laptop, mobile phone or other similar device into school without permission. (The School does not accept any liability for personal equipment brought into school.)
- Students should not attempt to access parts of a computer system or network which are restricted.

Please complete both copies of the agreement below and return the bottom half to the school via his/her form tutor.

Parents Copy:

Pupil/Student Name Form

As a user of the school ICT facilities, including access to the internet, I agree to comply with the school rules covering its use. I will use the facilities in a responsible way and observe all the procedures explained to me by the school.

Pupil/Student Signature Date

Parent/Guardian Name

As the parent/legal guardian of I understand that he/she will have access to the internet and use e-mail through the school facilities.
I have read through the 'School Rules' with them and agree that if he/she is in breach of these guidelines then they will be held accountable for their actions.
I also understand that some materials on the internet may be undesirable but accept that the school has taken reasonable steps to prevent access, and do not hold the school responsible for materials that may be viewed.

Parent/Guardian Signature Date

ICT Agreement (please return to school)

Pupil/Student Name Form

As a user of the school ICT facilities, including access to the internet, I agree to comply with the school rules covering its use. I will use the facilities in a responsible way and observe all the procedures explained to me by the school.

Pupil/Student Signature Date

Parent/Guardian Name

As the parent/legal guardian of I understand that he/she will have access to the internet and use e-mail through the school facilities.
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Parent/Guardian Signature Date