



Leighton Park School



NETWORK ACCESS IMPORTANT INFORMATION FOR PARENTS

The school computer system has improved significantly over recent years and Internet and e-mail access is now available to all pupils by either a local area or wireless network. Both the local area and wireless networks are known as the school network. The school network is available throughout the school and access will enable pupils to explore thousands of resources to aid their academic development at Leighton Park. We shall be supervising pupils' use of the Internet as closely as possible but families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our Internet access is filtered by SmoothWall, one of the providers of Internet filtering systems for schools.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. However, the school supports and respects each family's right to decide whether or not to apply for access.

We would be grateful if you could read the attached guidance document and then complete the permission form below. Pupils are also required to sign the slip accepting the school's policy for the school network and Internet/e-mail usage. If the policy is not adhered to or not accepted, then the school network/Internet use will not be available. Please return the form signed by you and your son/daughter as soon as possible, in order that he/she may use the new facility, and keep one copy for your records.

INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE POLICY

(subject to annual review)

School Network and Internet Use Policy

This policy refers to all fixed / mobile electronic technologies and associated software that pupils have access to for personal and school use that might pose e-safety risks during a school day. Other school policies also have guidance about the appropriate use of fixed and mobile devices. These are available on the school website.

Pupils are responsible for good behaviour on the school network and Internet just as they are in the classroom or in a school corridor. General school standards and procedures apply to all who make use of the school's facilities and equipment.

The Internet is provided for pupils to conduct research and to communicate with others via e-mail. Parents' permission is required. Access is a privilege, not a right, and requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the school network. It is presumed that users will comply with school standards and will honour the agreements they have signed. Computer storage areas, personal laptops and other portable storage devices will be treated as areas of personal storage. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored laptops or servers or disks would always be private, nor that they might hide materials they have downloaded. The school reserves the right to access their user-area and personal laptops and any other forms of storage medium e.g. CD, DVD, USB device, in their possession if we have grounds to suspect there may be inappropriate material on them.

The downloading of programs to a laptop is the responsibility of the student/user and the school cannot monitor or accept any responsibility for any programs that are installed.

The following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene or inappropriate language;
- Damaging, degrading or disrupting computers, computer systems or computer networks or performance;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting resources;
- Downloading files of ANY kind without prior permission, either from the Internet or from other sources, e.g. CD, DVD or any other storage media;
- Using chat lines other than those set up by the school for educational or school boarding use;
- Any act which results in upheld complaints to, or legal action against, Leighton Park School;

- Using the school network for illegal activity.
- Use of pupil laptops in lessons unless authorised by a subject teacher and for the purpose of school related work.

The following are also not permitted on the school computers:

- Presenting documents compiled from Internet or school network resources as being the student's own work;
- Changing any of the computers' default settings, such as screensavers, backgrounds, folders, icons;
- Installing any software whatsoever;
- Circumvention of security or accounting provisions;
- Malicious damage to or tampering with any system on the school network or changing of data;
- Transmission or possession of threatening, defamatory or obscene material;
- Gaining unauthorised access to resources or websites by the use of internal / external wireless modems. Use of such devices to gain unfiltered access to the Internet is strictly forbidden.

Pupil Laptop Use

Overview

Pupils may connect laptops to the Leighton Park wireless network. This provides filtered access to the Internet. The downloading of programs to a laptop is the responsibility of the student/user and the school cannot monitor or accept any responsibility for any programs that are installed or problems that an installation might cause.

These rules apply to all laptops:

- Pupils may only connect their own laptops to the Leighton Park wireless network;
- Under no circumstances should computers, printers or other devices be detached from the network to make way for a pupil's own computer or laptop;
- No laptop may be plugged directly into any network switch, hub or router;
- No servers of any description should be attached to the network;
- Pupils should ensure that their own devices are properly protected from viruses before connecting to the Leighton Park wireless network;
- Pupils are responsible for the material that exists on or is accessed via their laptop. The IT Department is empowered to scrutinise, and if necessary retain for further investigation, any laptop which is or has been attached to the network. All rules of usage for Internet access and computer usage continue to apply;

- Leighton Park cannot accept responsibility for any damage, howsoever caused, to pupils' own laptops or their contents (files, folders etc.);
- It is the responsibility of the owner to ensure that he has a licence for all software installed on his laptop.

Personal Safety

Pupils must:

- Use only their account and password and keep their password private;
- Report to a system administrator, teacher or administrator any unsolicited e-mail, security problems, or information that makes them uncomfortable;
- Not reveal their home address, image, or phone numbers, or those of other students or of staff when on-line;
- Use school addresses and phone numbers only;
- Not place personal photos on any social network space without considering how the photo could be used now or in the future.
- Never make contact or chat to anyone who is not known to them and only invite known friends to chat rooms or alike;
- Never arrange to meet someone that they have never previously met on the Internet or by email or in a chat room, unless a parent, guardian or teacher has given permission and a responsible adult accompanies a pupil;
- Immediately report any unpleasant or inappropriate material, messages, or anything that makes a pupil feel uncomfortable when on-line.
- Use social and blogging websites with great care being aware of the dangers that can be associated with posting pictures, text, opinions, videos and communications on-line
- Make themselves aware of the security settings available when using social and blogging websites to protect personal information that is published on-line

Sanctions

Violations of the above rules will result in a temporary or permanent ban from the school network. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, police or local authorities may be involved.

SCHOOL NETWORK ACCESS FORM

As a school user of the Internet and school wireless network, I have read and agree to comply with the school rules and Acceptable Use Policy on their use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. A copy of the Leighton Park School Acceptable Use Policy is displayed in the ICT Department, Houses and is available on request.

Name of pupil: _____ Year Group (Sept 2009): _____ House: _____

Signature (pupil): _____ Date: _____

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use school-networked computers. I have read the rules stated in the Acceptable Use Policy and accept responsibility for setting and conveying standards for my child to use the Internet. I also accept the school's Acceptable Use Policy for the school network and Internet.

Signature (Parent/Guardian): _____ Date: _____

PHOTOGRAPHIC CONSENT WITHDRAWAL FORM

PLEASE COMPLETE AND RETURN THIS FORM IF YOU **DO NOT** WISH PHOTOGRAPHS OF YOUR CHILD TO BE USED AS OUTLINED ABOVE

I/We (Capital letters please): _____ *full name(s)*

Address: _____

_____ Postcode: _____

Being the person(s) having parental responsibility for _____

_____ (*child/children's names*) in
form(s), confirm that I/we do not give consent for photographs of this child/these children to be used in
any of the ways outlined above.

Signed: _____ Date: _____
(Parent/Guardian)