

Dated: May 2001

Internet Access

Dear Parent/Guardian,

As part of our on-going policy of curriculum development we are pleased to announce the next stage of our plans to offer all students access to the Internet. However, before they are allowed to access the Internet on site, we are required to obtain parental signatures confirming that you have been informed of our policies.

Firstly, access to the Internet will enable students to explore thousands of libraries, databases and up-to-date information sources. During lesson time teachers will guide students toward specific materials and ensure that 'browsing' time is reduced to a minimum. Outside lesson time students must agree to access only those sites that are appropriate for College. Parents share the responsibility for such guidance as with other potentially offensive media such as videos, television etc.

To guard against access to inappropriate material we are employing a sophisticated secure filtered service provided by the well-established educational services of IntY.¹ Every effort will be made to ensure that students do not access inappropriate materials and access is regularly monitored by staff and technicians. The recent development of our own internal Intranet system allows staff to provide efficient guidance and control of appropriate subject resources. Indiscriminate browsing is not encouraged.

We believe, therefore, that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, outweigh any possible disadvantages. Soon it will be possible to allow family access through our Website to our own Intranet services along with other Community services.

Secondly, following on from Mr Blunkett's declaration that all students will have their own E-mail accounts, we are presently developing a controlled approach to enabling students to use their own E-mail accounts both within College and externally. This, for instance, could allow the transfer of information, attachments such as homeworks etc between home and College without the usual time-consuming problems of virus-checking individuals' floppy-discs etc.

Again, every effort is made to ensure that such a service is used properly. As with general access to the Internet, our E-mail service provider screens all E-mails in order to ensure the exclusion of inappropriate materials or language. Furthermore, 'chat-lines', web-based e-mail systems (eg HotMail) and other inappropriate or non-educational services are blocked by our system.

Please read the Code of Conduct for Internet Use and sign the attached form to acknowledge receipt of this document.

Yours sincerely

R J Tolley
(ICT Co-ordinator)

¹ As recommended by our new network and hardware supplier, Viglen

CODE OF CONDUCT FOR USE OF THE COLLEGE'S INTERNET/E-MAIL FACILITIES

This code of conduct applies at all times, in and out of College hours, whilst using College equipment. If your parents or guardians have signed and returned the acknowledgement form, Internet access will be provided for you to conduct research and communicate with others but only on the understanding that you agree to follow this code.

THE CODE

Students should:





- only access sites that are appropriate for use in College. *This also applies outside lesson time.*
- be aware that your actions on the Internet are monitored and thus confidential information should not be transmitted by this medium.
- be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or talk with on the Internet.*
- treat others, as they would expect to be treated. *E.g. show respect and be polite.*
- respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person that owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*

- check with a teacher before:
 - * sending e-mails,
 - * opening e-mail attachments,
 - * downloading files, documents or pictures,
 - * completing questionnaires or subscription forms.

Students should not:

- send, access or display offensive messages or pictures, use or send inappropriate language,
- use the College facility for the conduct of monetary business,
- transmit personal data (such as age, address gender etc.)
- intentionally waste resources.

Please note:

-  The above points will be explained to you and you will not have Internet access until staff are happy that you understand these conditions.
-  User-areas on the College network will be closely monitored and staff may review your files and communications to maintain system integrity.
-  Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.
-  Above all, remember that the Computer Network is not a toy provided for your entertainment. It is provided, at great expense, to help your education. Please respect it.

INTERNET ACCESS FORM 2001

Name: _____ Form: _____ Date: _____

Student:

My parents and I have read the Code of Conduct for Internet Use and I agree to follow it.

Student Signature: _____

Parent:

As parent or guardian, I have read, discussed and explained the Code of Conduct to my son/daughter. I understand that if he/she fails to follow the College's Code of Conduct for Internet Use access will be withdrawn and I shall be informed.

Parent/Guardian Signature: _____ Name in Capitals:

Copyright Release:

We, as a College, actively encourage the production of web pages, ICT presentations, and interest articles for magazines etc for educational purposes. No child's work will ever be used without his/her permission but we also need permission from the parents to be able to publish your child's work. Please rest assured that the child's safety will always be of paramount importance and no personal information nor identifiable photographs of minors will be made public. Please sign this copyright release if you are happy for your child's work to be shared in this way. (This can be changed at any time, just contact the Headteacher or the ICT Co-ordinator).

I consent for the College to publish my child's work on the Internet, if appropriate, subject to strict confidentiality of personal information.

Parent/Guardian Signature: _____

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension of those privileges.