Responsible Use Of Computers & The Internet

Dear Parent/Carer,

As part of students' curriculum enhancement and the development of ICT skills, Shoreham Academy provides supervised access to the internet, including email. We employ monitoring and safeguarding software along with web filtering tools to effectively supervise and control internet usage, ensuring that it aligns with our guidelines and policies.

While we strive to implement robust measures that restrict children's access to inappropriate content Shoreham Academy cannot be held responsible for the nature or content of materials or any damages arising from your child's use of the Internet or computer facilities.

I enclose a copy of the **Rules for Responsible Use Of Computers & The Internet** that we operate at Shoreham Academy. Should you wish to discuss any aspect of Internet or computer use, please contact your Head of School to make an appointment.

Yours sincerely,

Tim Harkins
Business Director, ESafety Lead

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PERMISSION FOR INTERNET AND COMPUTER ACCESS

Student Name: .... **Mentor Group:** ....

Parent/Carer's permission	**Student Agreement**
I give permission for access to the Internet and use of computers at Shoreham Academy on the terms set out in the above letter.	I agree to follow the Rules for Responsible Internet and Computer use.
Signed:	Signed:
Print Name:	Print Name:
Date:	Date:

Principal: Jim Coupe

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Rules for Responsible Use Of Computers & The Internet - Personal Summary

The Academy has installed computers and Internet Access to help our learning. These rules will keep everyone safe and help us be fair to others. Students who fail to follow these rules or are seen as a security risk will have their access to the network denied.

- I will read and sign the policy before I use school technology and the computer Systems, Internet or e-mail at school.
- I am responsible for using all technology in an appropriate manner.
- I am responsible for anything that is done from my account. I must not give my password or login name to anyone and I will lock the screen if I leave my device.
- I will only access those services that I have been given permission to use.
- I will not access the internet, school software or e-mail for inappropriate purposes.
- I will not attempt to gain access to websites that are restricted within the school.
- My work/activity on the Internet, school software and e-mail will be directly related to my schoolwork.
- I will not damage or interfere with school equipment.
- I will not try to bypass school and ICT security settings.
- I will not try to access any data on school IT systems that I should not have access to.
- I will not interfere with other students' work or attempt to use their personal or school accounts.
- I will not give personal information to anyone on the internet or by e-mail.
- I will not download, use or upload, share via social media or send by email any material which is copyright.
- I will not view, upload or download or send by e-mail any material which is likely to be unsuitable for children, young people or schools. I understand this applies to any material of a violent, dangerous, racist nature and inappropriate sexual content. If I am not sure about this, or any materials, I will ask a teacher or member of staff.
- I will be polite and appreciate that other users might have different views than my own. I understand the use of strong language, abusive language or aggressive behaviour is not allowed.
- I will not write anything on a website, software platform or send by e-mail anything which could be offensive.
- I will not use the internet, school software or social media in or out of school to bully, threaten or abuse other students or other members of the school community.
- I will not use the internet in or out of school for any purpose that may bring the school into disrepute.
- I will use artificial intelligence (A.I.) technologies in an appropriate manner. If I am not sure about this, or any AI materials I am using, I will ask a teacher or member of SLT.
- I agree to the school/academy viewing, with just reason and without notice any e-mails I send or receive, material I create, store or access on the school's computers, or logs of websites I have visited.
- I will comply with all aspects of other key ICT and Data protection policies including our school's Safeguarding & Child Protection Policy, E-Safety Policy, Image Use Policy and Behaviour policy.