Dear Parent/Carer,

**RESPONSIBLE USE OF THE INTERNET**

As part of students’ curriculum enhancement and the development of ICT skills, Shoreham Academy provides supervised access to the internet, including email. Although there have been concerns about students having access to undesirable material, we are taking positive steps to deal with this task in Shoreham Academy. Our Internet access provider operates a filtering system that restricts access to inappropriate materials.

Whilst we endeavour to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, 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 facilities.

I enclose a copy of the **Rules for Responsible Internet Use** that we operate at Shoreham Academy. Should you wish to discuss any aspect of Internet use, please contact me to arrange an appointment.

Yours sincerely

*Mrs Claire Perry*

Director of ICT, Technology & Competency

**……………………………………………………………………………………………………………………..**

**PERMISSION FOR INTERNET ACCESS**

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

|  |  |
| --- | --- |
| **Parent/Carer’s permission**  I give permission for access to the Internet on the terms set out in the above letter.  Signed:  Print Name:  Date: | **Student Agreement**  I agree to follow the Rules for Responsible Internet use.  Signed:  Print Name:  Date: |

**RULES FOR RESPONSIBLE COMPUTER USE**

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 use only my own login and password, which I will keep secret.
* I will not access other people’s files.
* I will inform a member of staff if someone else has been accessing my files.
* I will use the computers for schoolwork and homework.
* I understand that Shoreham Academy can check my computer files, Internet sites and email.
* I will not attempt to bypass any of the computer’s safe guards.
* I will not bring software into school on memory sticks or other devices.
* I will not deface or damage any equipment

**RULES FOR RESPONSIBIBLE EMAIL AND INTERNET USE**

* I will only email people I know, or that a teacher has approved.
* The messages I send will be polite and sensible.
* I will not give my home address or phone number, or arrange to meet someone, unless my parent, guardian or teacher has given permission.
* To help protect other students and myself, I will tell a teacher if I see anything I am unhappy with or I receive a message I do not like.
* I understand that I will not bring Shoreham Academy into disrepute by inappropriate use of email and social networking sites.
* I will not attempt to bypass the Internet safety filter.