

Internet Usage

Users Full Name (Please Print): _____

Home Address: _____

Home Phone: _____

Work Phone: _____

I understand and will abide by the Terms and Conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature: _____

Date: _____

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that Heywood Community School has taken available precautions to eliminate controversial material.

However, I also recognise it is impossible for Heywood Community School to restrict access to all controversial materials and I will not hold the school or the Department of Education responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (Please Print):

Signature: _____

Date: _____

HEYWOOD COMMUNITY SCHOOL

Rules for Responsible Internet/Computer Use

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret.
- I will not alter the Control Panel and settings of any computer in the school.
(This includes changing the background on the desktop, screensavers etc.)
- I will not access other people's files.
- I will only use the computers for school work and homework.
- I will not bring in floppy disks from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know, or those my teacher has approved.

- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher had given permission.
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Signed: _____

Date: _____

HEYWOOD COMMUNITY SCHOOL

Acceptable Internet Use Statement For Staff and Senior Students

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff and students requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the IT Manager for approval.

- All Internet activity should be appropriate to staff professional activity or the student's education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school's ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Full Name: _____ Form/Post: _____

Signed: _____ Date: _____

Access Granted: _____ Date: _____