



Newman Catholic School

e-Safety Rules

These e-Safety Rules help to protect students, staff and the school by describing acceptable and unacceptable ICT use anywhere on the school premises.

-  The school owns the computer network and can set rules for its use.
-  You must not use mobile phones, games consoles or musical devices in the school buildings unless instructed to by a teacher. It is strongly recommended that students leave all electronic devices at home.
-  Irresponsible use may result in the loss of network or Internet access and/or the right to bring digital imaging equipment or mobile phones to school.
-  Mobile phones are not allowed to be switched on during any registration or lesson.
-  You must ask a person's permission before videoing, editing or taking their photograph.
-  Network access must be made via the user's authorised account and password, which must not be given to any other person. You are not allowed to use other people's passwords or accounts, even if they give you permission.
-  You are not allowed to download or install any software without permission
-  You are not allowed to use proxy sites or attempt to bypass the school's security system.
-  All network and Internet use must be appropriate to education.
-  Copyright and intellectual property rights must be respected.
-  Messages shall be written carefully and politely, particularly as email can be forwarded to unintended readers.
-  Anonymous messages and chain letters are not permitted.
-  You must not bully anyone by e-mail, SMS or other such means. You must not look for or show other people things that may be upsetting.
-  You must not trespass in another person's folders, files or work, nor alter the data of another user.
-  Users must take care not to reveal personal information through email, personal publishing, blogs or messaging. You must not share personal details with anyone.

The school will monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials in order to ensure the rules are upheld. A log of infringements of these rules, including screen-shots of web sites visited and messages sent, may be kept by the school.



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Consent Form

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil: *Form:*

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed: *Date:*

Parent's Consent for Web Publication of Work and Photographs

I agree that my **son/daughter's** work may be electronically published. I also agree that appropriate images and video that include my **son/daughter** may be published subject to the school rule that photographs will not be accompanied by pupil names. I give permission for my child's biometric data to be used where appropriate

Signed: *Date:*

Please print name:

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my **son / daughter** to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: *Date:*

Please print name:

Please complete, sign and return this form to the Head of ICT

Please keep the e-safety rules sheet accompanying this form for your reference