ACCEPTABLE NETWORK USE POLICY FOR STUDENTS

Consultation Period:	
Date Approved by KA Governing Body:	**11th March 2014**
Chair of Governors Signature	M Farley
Principal's Signature	N Jepson
Next Review Date:	**January 2015**

March 2014

Dear **Parents/Carers**

Our school provides your child a supervised access to the Internet and whole-class/personal e-mail. Using the Internet and e-mail is part of the statutory curriculum and development of ICT skills.

Please would you read the attached rules for Acceptable Network Use and sign and return the consent form to Miss C O'Connell, **Administration Officer** so that your child may use the Internet and network at school.

The Academy has drawn up the enclosed rules in order to diminish the risk that students will encounter whilst using the Internet and Academy network.

It is recommended that parents using the Internet at home with their children develop a similar set of rules. If you wish to have more information on Internet safety to deal with the potential risks at home, we are happy to provide you with references to suitable information on the safe Internet issues.

The school has taken every possible precaution to prevent students from accessing inappropriate material which ultilises a real-time ICT monitoring system called e-safe. This system monitors online activity when using the Academy network. The Academy cannot be held responsible for the nature or content of the material accessed through the Internet.

If you have any comments on these rules, or any suggestion for additional ones, please phone 01204 332555 to arrange an appointment to discuss the issue.

Yours sincerely

Mr R Singh
Director of New Technologies and Learning
ENCLOSURES:
Acceptable Network Use Statement
Think before you click guidance

Preparing for the Future
Maths Computing Leadership

Support & Sponsorship by

Northern Education Trust

Kearsley Academy, Springfield Road, Kearsley, Bolton BL4 8HY
Tel 01204 332555 **Fax** 01204 332561
Email admin@kearsleyacademy.org **Web** www.kearsleyacademy.org

Kearsley Academy
Acceptable Network Use Statement

The computer system is owned by Kearsley Academy and is made available to students to further their education. Kearsley Academy's Network Access Policy has been drawn up to protect all parties.
Kearsley Academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

The following strict guidelines should be adhered to:

• Access to the network must only be made via the authorised user name and password given to each user which must not be made available to any other person;
• All network use should be appropriate to student's education, however, legitimate private interests may be followed, providing Kearsley Academy's use is not compromised;
• Activity that threatens the integrity of Kearsley Academy's ICT Systems, or that attacks or corrupts other systems, is forbidden;
• Internet sites and materials accessed must be appropriate to work in the Academy. Students will recognise materials that are inappropriate and should expect to have their access removed;
• Students are responsible for email they send. Students are expected to read and respond to received emails in an appropriate manner;
• Posting anonymous messages and forwarding chain letters/emails is forbidden;
• Cyber bullying (using technology to bully) is a serious matter. Students who use the network to bully others will be dealt with in accordance with the Academy's bullying policy. Any student cyber bullying, using Academy equipment, outside of school will be reported to the appropriate authorities.
• Copyright of materials and intellectual property rights must be respected;
• Students must not download music or video files without the explicit permission of the teacher;
• Use for personal financial gain, gambling political purposes or advertising is forbidden;
• Any material that breaches these rules will be deleted;
• **Students may be photographed or videoed during their time at the Academy. These photos may be used for displays, the website or promotional material such as the Academy prospectus. If you do NOT want your child to be photographed or videoed then you must write to the Principal's PA stating the student's name, date of birth and Form group.**
• Students requesting Network access in Kearsley Academy should sign a copy of this Acceptable Network Use Statement and return it to the Director of New Technologies and Learning for approval.

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- **The Academy respects the right of individuals to privacy, yet at the same time, it has a right and duty to protect the interests of staff and students against the misuse of its systems and also to maintain a safe environment in line with the Academies 'Safeguarding Policy'. To do this the Academy utilises a real-time ICT monitoring system called e-safe. This system monitors many different elements, these include (but are not limited to) Keyboard Text Input, Images Opened/Viewed and Web History. All data collected is securely transferred to a 3rd party company for analysis. Where appropriate and/or necessary, reports based on this monitoring information will be generated and delivered to a nominated individual at the Academy for review. Under no circumstances should a student attempt to bypass or remove any of these monitoring devices, any attempt to do so will result in an immediate revoke of your ICT access rights and possible exclusion action.**

Kearsley Academy
Acceptable Network Use Statement Consent Form

Full Name of Student _____   **Form** _____

Signature of Student _____   **Date** _____

I have received the ICT Acceptable Use policy and agree that _____ will abide by the rules set out in this policy. I have discussed the policy with _____.

Parent/Carer _____   **Date** _____

PLEASE RETURN TO Miss C O'Connell, Administration Officer

THANK YOU