



The School undertakes not to post students' work to the School Web Site without permission of the student and acknowledgement.

Students should report to a member of staff any concerns regarding unauthorised account access, compromised passwords or unusual or defamatory content found on web sites or received via personal e-mails.

### **Student and Parent/Carer Consent**

While it is Hellesdon High School's firm intention that access to the Internet will be granted to students solely in order to further the teaching objectives of the School, students may have the ability to access other materials as well. The School cannot control the information that may be found on the Internet. The information that students may be able to access through the Internet may include material that is illegal, defamatory, inaccurate or in some other way objectionable.

Therefore, no student will be granted access to the Internet without both student and parent/carer signing the consent forms attached to this Code of Practice.

The parental consent form allows parents/carers to confirm that their child may or may not have access to the Internet.

The student consent form confirms that the student has read and agrees to abide by the Code of Practice.

### **Access and Training**

Once signed parental and student consent forms have been received the Network Manager is responsible for granting Internet and e-mail access on the School's computer network.

Each student will receive a unique Network User Name and password which should not be divulged to anyone else. A master list of User Names shall be maintained by the ICT technical department for the duration of the Student's stay at the School.

If a student forgets their Network User Name or password, they must request re-issue via their Tutor or Information and Communication Technology (ICT) teacher, who will pass the request onto the Network Manager on their behalf.

*Note: Passwords cannot be 'reissued' they will be deleted and a new password will be set up*

Training and advice on the practicalities and safe use of the Internet and e-mail will take place as part of timetabled ICT lessons throughout KS3 and KS4.

### **Withdrawing Access**

Internet use during lessons is monitored by the supervising member of staff. All Network use/content is logged by the system and anything suspicious will be reported to the Network Manager.

Any student found to have broken or disregarded the Code of Practice may have their Internet and/or e-mail access suspended or withdrawn at the discretion of the Head Teacher.

The student and parent/carer shall be notified in writing of the withdrawal and reasons for this.

If a student needs Network access to complete School work, supervised access may be granted by negotiation with the teacher concerned and the Network Manager.

Access shall be removed from the system by the Network Manager when a student permanently leaves the School and their User Name deleted from the master list.

**HELLESDON HIGH SCHOOL**

**Internet Access  
Student Consent Form**

I have read and agree to respect the Internet Code of Practice.

I understand that breaching the Code will result in the suspension or permanent withdrawal of my right to make use of the e-mail and/or Internet facilities provided by the School.

Student Name  
(Block Capitals Please).....

Tutor Group.....

Student Signature.....

Date.....

**HELLESDON HIGH SCHOOL**

**Internet Access  
Parental Consent Form**

Dear Parent/Carer

Your son or daughter now has the opportunity to have an e-mail address and access to the Internet.

Please read the School's Code of Practice carefully and confirm that you have done so by signing this letter. Return the signed letter to the School.

I have read the Code of Practice and grant/do not grant\* permission for my child to be given access to the Internet and e-mail at School.

\*delete as applicable

Student Name.....  
(Block Capitals Please)

Tutor Group.....

Signed.....Parent/Carer

Date.....