

C8 School Network/Internet Contract

The following contract has been issued to all parents. Its purpose is to give all pupils an opportunity to access the network stations throughout the school while ensuring that they use the equipment in a safe and responsible manner. In particular E-mail will be made available only to those pupils who return the contract signed by both themselves and a parent.

Dear Parent

St Cyres School Network/Internet Contract

The purpose of this contract is to ensure that all pupils in St Cyres are aware of the rules and procedures when using the school's curriculum network. It is intended to ensure that pupils have maximum opportunity to use the 200 network stations throughout the school, and that they use the equipment sensibly and appropriately.

This school has spent a considerable amount of money and time in setting up this very large curriculum network and has greatly improved the internet and email provision for all pupils in the school in order for them to make full use of this technology in their studies.

I would be grateful if you would take some time to discuss this contract with your son/daughter and ensure that they are fully aware of the rules and responsibilities outlined in this contract. I would draw your attention to the sections regarding email and note in particular that email will only be made available only to pupils who return the contract signed by themselves and a parent.

Section 1 – Access and Use of the Curriculum Network

1. Pupils must use the computer equipment safely and responsibly, and be aware of other computer users around them. Any problems with the computer must be reported immediately to the teacher in charge who will then pass on this information to the IT technician.
2. Pupils must use the computer equipment as directed by the teacher in charge and must only access the software needed for that particular lesson.
3. Pupils must keep their password safe and secure and not disclose it to anyone. Each pupil is responsible for the information stored under their username and they must therefore use the password system to protect that area from misuse by other pupils. This password should be changed every month, should be between 6 and 8 characters long, should not be a word that is easily guessed and should not be disclosed to any other pupil under any circumstances.
4. Pupils must use their own username and password to log on to the network. Under no circumstances must a pupil use another pupils username and password. If a pupil cannot remember his/her password, they must see the IT technician urgently.

5. Any pupil who suspects that another pupil knows his/her password should inform a member of the IT department and must change the password immediately.
6. Pupils must not attempt to load or install any software on the network as this will result in a breach of licence and may introduce viruses into the system.

Section 2 – Use of the Internet

1. Pupils must only use the internet when directed by a member of staff and must only use it for the purpose of that particular lesson. Pupils must not browse the internet and waste time during lessons and should not access any sites other than those directed to by the teacher in charge.
2. Under no circumstances must a pupil access or attempt to access inappropriate information on the internet. A comprehensive filtering process is in place at this school to ensure that the internet is used for educational purposes only and regular checks are made on pupils user accounts to track their use of the internet.

Section 3 – Use of Email

1. All pupils in St Cyres will be offered their own email address which will aid their ability to communicate with other pupils and organisations that may be able to assist them with their schoolwork. No pupil will be allowed access to email unless this contract is signed by both the pupil and parent and returned to the school.
2. Pupils must only use their email account when directed by the teacher in charge and must not waste lesson time sending and receiving email.
3. All pupils must be aware that email sent from this school will be in the form of '*studentname@stcyres.glamorgan.sch.uk*' and therefore must not use this email address for any purpose other than to assist in their studies.
4. Pupils must not send any email which may cause offence to any member of the school community, or the community at large and must not send email which will bring the name of St Cyres into disrepute.

Please would you sign the attached form after discussing this contract with your child, and return it to Mr Lewis in room 221 in Penarth, or to the secretary's office in Dinas Powys. Email access will be made available to your child within a few days of returning this signed contract.

Thank you for your cooperation in this matter.

Yours sincerely

Mr P. Lewis

Head of Information Technology

Signature of Parent

I have read the contract above and have discussed the rules and procedures with my son/daughter who is fully aware of the regulations regarding the use of the curriculum network. Furthermore I give my permission for my son/daughter to be given their own personal email address and have impressed upon him/her the responsibility that comes with this

(Name of Parent)

(Signature of Parent)

(Date)

Signature of Pupil

I have read the contract above and have discussed the rules and procedures with my parents. I am fully aware of the rules outlined above and agree to use the curriculum network, the internet and email in an appropriate manner to assist me in my studies.

(Name and Form of Pupil)

(Signature of Pupil)

(Date)