



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

ICT Acceptable Use Policy

Last Updated: 2nd September 2017
Next Review: May 2018



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

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Years 5-6 Acceptable Use

Agreement / eSafety Rules

1. I will not tell other people my ICT passwords.
2. I will only open/delete my own files.
3. I will only open e-mail attachments from people I know, or whom my teacher has approved.
4. I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
5. I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
6. I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone I've met over the internet.
7. Images and video and audio recordings of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the School, for example by uploading it to YouTube or a social networking site.
8. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
9. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
10. I know that my use of ICT can be checked and that my parent/guardian contacted if a member of school staff is concerned about my eSafety.



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Dear Parent/ Guardian,

Years 5-6 ICT Acceptable Use

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the Headmaster, Guy Holloway.

Please return the bottom section of this form to school.

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ICT Acceptable Use Confirmation

We have discussed this and (student's name) agrees to follow the eSafety rules and to support the safe use of ICT at Hampton Court House.

Year Group

Date

Parent's / Guardian's Signature



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Years 7-11 Acceptable Use

Agreement / eSafety Rules

1. I will only log on to the school network, other systems and resources with my given user name and password.
2. I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
3. I will not download or install software on school technologies or risk introducing any form of computer virus or malware into the school network.
4. I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
5. I will not use my school email account for transmitting unsolicited commercial or advertising material (spam) or for sending chain letters.
6. I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload, distribute or forward material that could be considered offensive, abusive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
8. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I've met online.
9. Images and video and audio recordings of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the School, for example by uploading it to YouTube or a social networking site.
10. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress, nor bring the school or myself into disrepute.
11. I will support the school approach to online safety and not deliberately upload, share or add any images, video, audio or text that could upset any member of the school community.
12. I will respect the privacy and ownership of others' work on-line at all times.
13. I will not attempt to bypass the internet filtering system.
14. I understand that all my use of the internet, email and other related technologies can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/guardian may be contacted and in very serious incidents, even the police.
16. I understand that my email account will be disabled and deleted six months after I leave HCH and all content will be permanently deleted.



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Dear Parent/Guardian,

Years 7-11 ICT Acceptable Use

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

If a student is found to have breached this policy, they will face the withdrawal of their e-mail account and/or network usage for an indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach and the student's disciplinary record.

Pupils are expected to read and discuss this agreement with their parents or guardians and then to sign and follow the terms of the agreement. Any concerns can be discussed with their form tutor or the Headmaster, Guy Holloway.

Please return the bottom section of this form to school.

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ICT Acceptable Use Confirmation

We have discussed this and (student's name) agrees to follow the eSafety rules and to support the safe use of ICT at Hampton Court House.

Year Group

Date

Parent's / Guardian's Signature



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Sixth Form Acceptable Use

Agreement / eSafety Rules

1. I will only log on to the school network, other systems and resources with my given user name and password.
2. I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
3. I will not download or install software on school technologies or risk introducing any form of computer virus or malware into the school network.
4. I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
5. I will not use my school email account for transmitting unsolicited commercial or advertising material (spam) or for sending chain letters.
6. I will be responsible for my behaviour when using the internet. This includes resources I access and the language I use.
7. I will not deliberately browse, download, upload, distribute or forward material that could be considered offensive, abusive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
8. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I've met online.
9. Images and video and audio recordings of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the School, for example by uploading it to YouTube or a social networking site.
10. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress, nor bring the school or myself into disrepute.
11. I will support the school approach to online safety and not deliberately upload, share or add any images, video, audio or text that could upset any member of the school community.
12. I will respect the privacy and ownership of others' work on-line at all times.
13. I will not attempt to bypass the internet filtering system.
14. I understand that all my use of the internet, email and other related technologies can be monitored and logged and can be made available to my teachers.
15. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/guardian may be contacted and in very serious incidents, even the police.
16. I understand that my email account will be disabled and deleted six months after I leave HCH and all content will be permanently deleted.



HAMPTON COURT HOUSE

FORTITER IN RE SUAVITER IN MODO

Dear Sixth Former,

Sixth Form ICT Acceptable Use

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible. It is essential that students are aware of eSafety and know how to stay safe when using any ICT.

If a student is found to have breached this policy, they will face the withdrawal of their e-mail account and/or network usage for an indefinite period. The actual penalty applied will depend on factors such as the seriousness of the breach and the student's disciplinary record.

Sixth Formers are expected to read and discuss this agreement with their parents or guardians and then to sign and follow the terms of the agreement. Any concerns can be discussed with their form tutor, the Head of Sixth Form or the Headmaster.

Please return the bottom section of this form to school.

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ICT Acceptable Use Confirmation

I, (student's name) have read this and agree to follow the eSafety rules and to support the safe use of ICT at Hampton Court House.

Year Group

Date

Student's signature