



Cloughwood Academy

### ICT Agreement and Digital Media Consent Form

Dear Parent / Guardian,

#### **ICT Agreement**

As part of your child's curriculum and the development of their ICT skills, they will have access at Cloughwood Academy to a range of ICT resources, the Internet and email. We believe that being able to use Computers, the World Wide Web and e-mail effectively are essential skills in a modern world. Access to all of these resources is a privilege, not a right. It is important that your child respects this and uses all equipment in an appropriate manner.

It is a requirement of the school that an ICT Agreement form is completed for all students on an annual basis; this form replaces all previous versions. Once this form has been signed and returned to the school access to the Internet and school email system will be granted. If you do not wish for your son to have access to these resources then please indicate this by ticking the relevant box on page 3.

Please would you spend some time reading through this with your child and both sign to say that you and your child agree and will follow the rules? Please note the following sanctions for breach of the agreement:

<b>Situation</b>	<b>Sanction applicable:</b>
<b>First time</b>	<ul style="list-style-type: none"><li>• Break time detention.</li><li>• Blocked from the internet for one week.</li></ul>
<b>Second time</b>	<ul style="list-style-type: none"><li>• Standard letter home advising this is the second rule break</li><li>• Break time detention.</li><li>• Blocked from the internet for two weeks.</li></ul>
<b>Third time</b>	<ul style="list-style-type: none"><li>• Standard letter home advising this is the third rule break</li><li>• Afterschool detention.</li><li>• Blocked from the internet for one month.</li></ul>
<b>Fourth time</b>	<ul style="list-style-type: none"><li>• Letter home from Vice Principal to highlight stage 5 below.</li><li>• After school detention.</li><li>• Blocked from the internet for half a term.</li></ul>
<b>Fifth time</b>	<ul style="list-style-type: none"><li>• Letter home from Vice Principal to highlight the final rule break and explain that the student will not have access to the Internet.</li><li>• After school detention</li><li>• Blocked from the internet for the rest of the academic year.</li></ul>

**Note:** The school does not have to go through each phase. Depending on the severity of the rule break the sanction from the most appropriate phase will be used.

A full copy of the school's Online Safety policy and this document are available to download from the school website (<http://www.cloughwoodacademy.co.uk>) or a copy can be viewed at the school by prior arrangement.

#### **Using Images of Children**

Occasionally we may take photographs of the children whilst taking part in activities at school or on school trips and visits. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or web cam recordings for school-to-school conferences or other educational use.

From time to time our school may be visited by the media who will take photographs or film footage of high profile events. Pupils may appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any other recording of your child. Two copies of the Digital Media Consent Form have been attached. Please read the statements on the document and initial the relevant boxes to indicate your consent, sign and return to school.

Please ensure that all signed documents are returned to the school office. Failure to return the documents will mean that your child will not be given access to the school ICT network, the Internet and email.



## ICT Agreement

The use of the Internet at school is a privilege freely given to all members of the school community. Each of us is responsible for ensuring that we keep this privilege, by following a set of simple rules.

The Academy's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the Academy's technological resources:

### Students must

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about, or inappropriate images of, others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (no making illegal copies of music, games, or movies!).
  - Not plagiarize.
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to a teacher.
  - Not intentionally access, transmit, copy, or create material that violates the academy's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not use the resources to further other acts that are criminal or violate the academy's code of conduct.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

### Students may, if in accord with the policy above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### Rules for Appropriate Computer Usage

When using the computers at school I will always:

- Use IT equipment and materials for school business only.
- Log off before leaving a computer.
- Wait my turn to get onto a computer if the room is busy.
- Finish my session promptly and get to my next lesson on time.



- Use the computers to do work set for the lesson I am in, unless I am given permission to do other activities.
- Be considerate of the needs of others and will not disturb or disrupt anyone else.
- Finish eating or drinking before entering an IT area.
- Print only a single copy of my work, unless given permission to print more.
- Leave a computer as I found it, ready for someone else to use.
- Take care of the equipment and avoid causing damage.
- Virus scan all removable disks and not intentionally introduce viruses to the network.
- Report any problems immediately.
- Use only my own username, password and work area and will not attempt to access or interfere with work or data belonging to someone else.
- Use only the software provided by the school and will not:
  - Install any other program.
  - Copy a program from a school computer.
- Avoid breaking the law of copyright and will give details of where any information or data have come from.
- Encourage others to abide by the rules.

**Rules for Appropriate Internet and E-mail Usage**

When using the Internet at school, I will always:

- Access material important to school business only. I will not:
  - Visit Internet chat areas.
  - Deliberately access or post illegal, rude or insulting material.
  - Buy anything on-line.
  - Pose as another person.
- Avoid wasting time or resources and will not access games, music, video or other sites not to do with schoolwork, without permission.
- Report immediately if I access illegal, rude or insulting material by accident.

When using e-mail at school, I will always:

- Send and receive messages to do with school issues only.
- Send nothing that could be seen as illegal, rude, insulting or bullying.
- Avoid opening or answering e-mail from someone I do not recognise.
- Report receiving anything from someone I do not recognise, or that makes me feel upset or uncomfortable.

**In order to keep our records up to date please tick the appropriate box below.**

I **have** access to a computer at home.

I **do not** have access to a computer at home.

By signing below you confirm that you have read and understood the above information and accept that computers, the Internet and e-mail will be used in an appropriate and responsible way.

I **DO NOT** want my Son to have access to the Internet at school.

I **DO NOT** want my Son to have access to email at school.

Thank you in advance for your support of this.

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



**Digital Media Consent Form**

Please read the statements below. If you agree to the use of video or photo of your child you must initial the relevant box to say whether it can be used with or without their names.

If you **do not** agree to the use of video or photo for the stated purpose then leave blank.

	<i>With name</i>	<i>Without name</i>
I agree that photographs or videos of my child can be used <b>within school</b> i.e. <ul style="list-style-type: none"> <li>• On display boards,</li> <li>• On the plasma screen,</li> <li>• In lessons,</li> <li>• In portfolio work,</li> <li>• In video conferencing.</li> <li>• Physical Intervention and /or Accidental Injury (where an injury including pre-existing) is evident.</li> </ul>		
I agree that photographs of my child can be used <b>in the school newsletter</b> , which is only available to members of the school family, when celebrating the success of my child.		
I agree that photographs or videos of my child can be used <b>in school year books (either electronic or paper format)</b> , which is only available to members of the school family.		
I agree that photographs of my child can be used <b>in the school prospectus</b> , which is available to anyone upon request.		
I agree that photographs or videos of my child may be used <b>on the school website or Learning platform</b> and will be freely available to view on the World Wide Web.		
I agree that photographs of my child can be taken by the media and <b>published in newspapers</b> when celebrating the success of my child or promoting the school.		
I agree that photographs of my child can be taken by the <b>official school photographer</b> for a year / class photo, which can be purchased by parents. An image can also be attached to my child's school record.		

I understand that I can withdraw my consent at any time in the future by notifying the school in writing.

Student's name: \_\_\_\_\_ Form: \_\_\_\_\_

Signed Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions of use:**

1. The permissions granted on this form are valid for one year from the date it is signed.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in any media without prior consent being given through this form.
3. If we use photographs of individual pupils we will not use the name of that child in the accompanying text or caption without prior consent being given through this form.
4. If we name a pupil in the text we will not use a photograph of that child to accompany the article without prior consent being given through this form.
5. We may use pictures of pupils or staff that have been drawn by the pupils.
6. We may use media containing images of groups or classes with general labels such as "a science lesson" or "making Christmas decorations".
7. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.