

# St. Luke's Science and Sports College

## Home-College Technology Use Contract

Dear Parent/Guardian

### Use of technology by Students

To support learning opportunities within the college your child will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet and email is fast becoming a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well-publicised concerns regarding access to material on the Internet that would be considered unsuitable for college students. Whilst it is impossible to ensure that a student will not access such material, the college, in liaison with South West Grid For Learning, is taking all reasonable steps to minimise a student's access to unsuitable material. These include:

- Use of a filtered Internet Service to prevent access to Internet sites with certain types of material e.g. pornography, violent and abusive material, and drug information.
- The requirement that wherever possible all Internet access during college hours will be supervised by a member of staff or other responsible adult.
- Tracking mechanisms that enable the college to identify which Internet Sites have been visited and to monitor Internet access.
- Education of students as to the potential legal consequences of accessing certain types of material.

Attached to this letter is an Acceptable Use Policy. All users of college information communication and technology equipment are expected to abide by this policy. Users not abiding by the policy may have their right to use the systems withdrawn. For some *offences* the Police or other authorities may have to be involved.

The college is developing an Internet Site that includes information about many aspects of college life. Within published guidelines (attached) the college may publish pictures or work relating to your child. Student names will not be linked to pictures or individual email addresses. Please indicate on the attached form whether you give your permission for us to use images for educational or celebration purposes.

The college's policy on the use of technology, including the use of the Internet is available for parents to inspect.

If you want any further advice surrounding the issues there are fact sheets available.

Yours faithfully,

Miss E. Fry  
ICT Systems Manager

## **Use ICT in general (including mobile technology)**

The use of St Luke's college ICT equipment by staff and students is permitted for purposes as directed by the college.

The college has the right to look at any files on their systems including text, graphics and emails. Users are not permitted to access and amend another user's work without permission - the only exception to this is staff amending students' work that has been set by them.

Users must not give access passwords to other users. Using another user's password is not permitted.

All College ICT equipment with access to the Internet will be protected by anti-virus software, which will be kept up to date to check for the latest viruses. Any infections must be reported to the ICT systems manager, removed and the source (if known) notified.

No files should be brought into St Luke's college from home and loaded onto the college system without the permission of staff.

All users who do bring files into St. Luke's must be made aware that they are expected to have their own up to date anti virus system on the source computer which should have pre-checked the file they wish to use.

St Luke's Science and Sports College reserves the right to deny access to college ICT equipment and system, including use of the Internet and email. This may have a negative impact on a student's education.

The use of student's mobile phones may be permitted at appropriate times in recognition of the fact that they are an effective and common means of communication and media. This use must be with the permission of the member of staff and will form part of the learning objectives of the lesson. This use does not contravene the guidance regarding mobile phones as identified in the prospectus.

Misuse of mobiles phones, in the same way as misuse of any item of technology will be treated very seriously. This includes incidents of data capture, text communications and telephone calls that are construed as harassment, bullying or an invasion of privacy or decency.

## **Internet Access**

St Luke's Science and Sports College provides Internet access for educational purposes and should only be used by students and staff and other members of the community for these purposes.

St Luke's uses an Internet Service Provider that connects to the Internet via the filtered service. Students cannot use computers without filtered access.

Where reasonably possible, all Internet access by students is supervised by a member of staff or other responsible adult.

No student, member of staff or community user is permitted to access material that is illegal, defamatory or potentially offensive using college systems.

The copyright and intellectual property rights of material accessed using St Luke's systems must be respected.

Parents will be asked to sign a consent form indicating that they understand the issues and give permission for their child to use the Internet. The consent will also mean that students are not expected to actively attempt to access or distribute unacceptable material on college systems.

## **The use of E-mail**

Students will be given email access at the discretion of staff. Class or group email addresses will be used for many purposes.

Any user of the St. Luke's e-mail system must not use the system to communicate offensive, suggestive or defamatory material. It must not be used to harass another individual. E-mail messages sent and received from St. Luke's systems should not be considered private. Students and staff should expect that e-mails could be inspected at any time.

## **Publishing on the Internet**

The college is developing its own web site. Ultimate responsibility for content rests with the Principal.

The following guidelines will be followed:

- The college is appropriately registered under the Data Protection Act.
- Individual students will not be identifiable by name.
- Names will not be linked to pictures or individual e-mail addresses.
- No personal information will be published without the individual's permission - this includes staff and other community users.
- Parental consent will be sought for the use of any text, audio or picture source (for the celebration of success, or for educational or publicity purposes which includes students. Parental consent will be sought through the one off consent form when they start at the college.
- Systems have been put in place to ensure that, where appropriate, information published is kept up to date.
- No copyright material will be published without the copyright owner's permission.
- Links will not be made to web sites that contain material deemed to be unsuitable.
- Access to web space will be restricted to ensure that only those with appropriate authority can publish to the college web site.

Parents are informed in general terms that this is happening and are asked to indicate that they are happy for their child to be included on the web site within the publishing guidelines that are sent to parents. Cases outside the scope of the guidelines are dealt with on an individual basis.