

The Archbishop Lanfranc Academy

e - Safety Rules



These e-Safety Rules help to protect students and the Academy by describing acceptable and unacceptable computer use.

The Academy owns the computer network and can set rules for its use.

It is a criminal offence to use a computer or network for a purpose not permitted by the Academy.

Irresponsible use will result in the removal of network privileges or Internet access.

Network access must be made via the user's authorised account and password, which must not be given to any other person.

All network and Internet use must be appropriate to education.

Copyright and intellectual property rights must be respected.

Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.

Anonymous messages and chain letters are not permitted.

Activity that threatens the integrity of the Academy ICT systems, or activity that attacks or corrupts other systems, is forbidden.

Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.

The Academy ICT systems may not be used for private purposes, unless the Principal has given specific permission.

Use for personal financial gain, gambling, political activity, advertising or any other illegal purpose is not permitted.

The Academy may exercise its right to monitor the use of the Academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

The Academy's Acceptable Use Policy has been drawn up to protect all parties– the students, the staff and the Academy. A copy of the Academy's Acceptable Use Policy is displayed in each computer area and is attached to this document. It will be kept up to date and the latest version will be available on the Academy website.

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e-Safety Indemnity

All students use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both students and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Student's Agreement

I have read and I understand the Academy e-Safety Rules.

I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.

I know that network and Internet access may be monitored.

Student Signature:	Date:
Name :	Form:

Parent/Carer's Consent for Internet Access

I have read and understood the Academy e-safety rules and give permission for my son/daughter to access the Internet. I understand that the Academy will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the Academy cannot be held responsible for the content of materials accessed through the Internet. I agree that the Academy is not liable for any damages arising from use of the Internet facilities.

Parent/Carer signature:	Date:
Please print name:	Form:

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Consent

Name of child	Class
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Photography

1. May we use your child's photograph in the school prospectus, website and other publications that we produce for promotional purposes?
2. Do you consent to your child being photographed or filmed in press events agreed by the school?

Please note: Children will **not** be identified by name in any published photograph without explicit prior consent.

Please circle your answer. **YES / NO**

As the child's parents/guardians, we agree that if we take photographs or video recordings of our children that include other pupils, we will use these for personal and family use only. I/We understand that where consent has not been obtained from the other parents for any other use, we could be in breach of the Data Protection Act 1998 if we use our photographs or recordings for any wider purpose, including posting on Facebook or other social media. I have read and understood the conditions of use on this form.

Biometrics

The preference of the school is to use biometrics for cashless catering as this is more secure and faster than any other method of identification and we appreciate your co-operation with regards to this matter.

May we register your child on the school's biometric cashless catering system with immediate effect?

I understand that I/we may withdraw my child's registration at any time in writing.

Please circle your answer. **YES / NO**

Parent/Carer Signature:		Date:
Please print name:		