



Acceptable Use Statement

Student

The School's Acceptable Use Policies have been drawn up to protect all parties – the students, the staff, and other adults when using the school computer systems. These policies are reviewed on a regular basis and are amended accordingly to cater for the differential use of each group.

Students wishing to use the schools computer systems, email or Internet should sign a copy of this Acceptable Use statement and return it to the school for the Head teacher to approve.

- All Internet activity should be appropriate to the student's education
- Access should only be made via the authorised account and password, which must not be made available to any other person
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems is forbidden
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is forbidden
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied for letters or other media
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden
- Any physical damage caused to ICT equipment will result in the person replacing the equipment.
- If you access any site on the internet which you feel is inappropriate, report it in writing as soon as possible. Retain a copy of the report and return the pro-forma to the identified member of staff.
- Use of social networking sites for leisure use is forbidden.

Misuse of schools computer equipment, Mobile Technologies/Tablets, email or the Internet are serious offences. Phoenix Collegiate has an obligation to monitor the use of the e-mail and Internet services provided. This information may be recorded and may be used in disciplinary procedures if necessary. Phoenix Collegiate reserve the right to disclose any information they deem necessary to satisfy any applicable law, regulation, legal process or governmental request.

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PARENT Copy - Please sign and return the data collection form to confirm acceptance of conditions outlined above.

Internet and Electronic Mail Policy for Students

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, websites and bulletin boards whilst exchanging messages with Internet users throughout the world. Staff will provide guidance to students as they make use of the Internet to conduct research or other studies related to the curriculum. Whilst Phoenix Collegiate uses filters to attempt to exercise considerable control of the material available, parents are advised that it is still possible to access and create material which is potentially offensive or undesirable. It is for this reason that all students must obtain parental permission and sign the attached ***User Agreement and Parent Permission Form*** and return it to their form tutor at school. A copy of the ***Acceptable Use Statement*** is provided for parents' information. Students and parents/guardians should be aware that usage of all machines and Tablets in school can be, and is, closely monitored by our technical staff.

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