

# Hornsea School & Language College



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Dear Parent/Carer

## **E-Safety Rules**

As I am sure you are aware, at Hornsea School we try to make full use of digital technologies to maximise our pupils' learning and keep it both interesting and up to date. It is important that young people learn about the responsibilities they have when using the internet and mobile communications and also the potential dangers.

With this in mind, on the back of this letter you will find the E-Safety rules. Please can you read these with your son or daughter and then both sign the slip and return it to school. When we have received this slip we will be able to give your son or daughter access to the internet at school.

## **Consent for the Taking and Publication of Photographs & Videos**

Sometimes we may publish photographs or videos of pupils on the school website. This is often to celebrate achievement and highlight the varied activities that take place at Hornsea School and Language College. We are required by law to ask permission of parents and carers for these images to be used.

Care is taken to ensure that the images do not identify the child directly. Full names will not be used.

We also use photography and video throughout the school for teaching, learning and in particular assessment purposes. Some exam subjects require that evidence is presented in these forms.

Please complete the attached form to grant permission for photographs and videos to be taken that include your son or daughter and used for the duration of their time at Hornsea School until they are 18 years old.

Thank you for your help with these matters

John Hart

E-Learning Co-ordinator

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Headteacher: S.E. Lawrence B.Sc  
Deputy Head: S.G. Ostler B.A



## E-Safety Rules (for learners)

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

- The school owns the computer network and can set rules for its use.
- It may be a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network 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.
- Social networking sites such as Facebook are not to be accessed in school
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers. This includes text messages sent from mobile phones. **Users should consider the feelings of others and not post hurtful or damaging images or text**
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.

The school will exercise its right to monitor the use of the school'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 school'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.

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## E-Safety Rules

*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. Please sign and return to school as soon as possible so that we are able to give your son/daughter access to the internet.*

**Student Name:**

**Form:**

### Students' Agreement

- I have read and I understand the school 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.

**Signed:**

**Date:**

### Parent's Agreement

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

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

**Signed:**

**Date:**

I give permission for photographs or videos of:

\_\_\_\_\_ (Child's first name) \_\_\_\_\_ (Child's last name)

Form Class \_\_\_\_\_

To be used for educational purposes and on the school website

Signed \_\_\_\_\_ (Parent/carer)

Date \_\_\_\_\_