

## 1 Introduction

We understand the positive effect e-mail and the internet can make to our learning. However, it's important to be aware of the dangers and risks associated with these technologies.

These procedures are there to protect you and to ensure e-mail and the internet are used responsibly and respectfully.

## 2 Responsible use of e-mail and the internet

**This means . . .** using e-mail and the internet to help you learn and communicate effectively without getting you in trouble or upsetting others.

### **Ways that I can use e-mail and the internet responsibly:**

- By using non offensive and non aggressive language in e-mails.
- By using e-mail or accessing the internet only when given permission during learning sessions
- Using e-mail to communicate Academy related information or good ideas only
- Using e-mail to send files or work home
- Only accessing information that is relevant/appropriate to your learning in the Academy.
- Reporting any sites you think are not appropriate or e-mail you feel is offensive

### **This is why responsible use of e-mail and the internet good habit to develop:**

- You'll find you meet deadlines and complete excellent projects
- You will not be distracted by or distract others
- You will find out a lot more when not distracted
- People are sacked from jobs from misuse of e-mail and the internet; getting into this habit will stop it happening to you.

## 3 Safe use of e-mail and the internet

**This means . . .** being aware of safety issues in relation to using e-mail and the internet

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**Ways to ensure e-mail and the internet safely:**

- By ensuring e-mail messages you send to others are respectful.
- Ensuring no one finds out your login password.
- By never giving out personal details on the internet or e-mail.
- By being aware that you do not know who you are giving information to on the internet. (You can't see their faces!!)
- By ensuring you only download information from a trustworthy site (ask if you're not sure). This includes e-mail attachments
- By remembering that anyone can create a website – can you trust the contents?

**This is why using e-mail and the internet safely is a good habit to develop:**

- You will stay safe
- You begin to be able to recognise trustworthy sites
- You will become a more critical reader by checking for things that are unreliable or false
- You will be much less likely lose money
- Viruses will be less likely to come onto your computer

**More information on using e-mail and the internet safely:**

<http://www.chatdanger.com/smart/>

<http://www.childnet-int.org/sorted/>

<http://www.thinkuknow.co.uk/>

**4 Monitoring & Sanctions for Misuse**

We will be monitoring how you use e-mail and the internet. If we find you are using these technologies inappropriately the following sanctions may be applied:

- Internet abuse: 2-4 weeks limited internet access, depending on the severity of the abuse.
- Email abuse: 2-4 weeks withdrawal of email privileges, depending on severity.
- Network abuse: 2-4 weeks limited access or total withdrawal depending on the severity.

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***I confirm that I have read the E-Safety Acceptable Use Policy for Students:***

**Signed:**

**Print Name:**

**Parent:** \_\_\_\_\_

\_\_\_\_\_

**Student:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

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