

Dear Parent/Carer

Students joining the College, or using its facilities, have access to a wireless network with managed access to the Internet whether using College equipment or your own device. We believe that this access to the Internet is vital to successful learning. At the same time we have to ensure the Online Safety of all of our network's users. Internet use at college will not be allowed without parental consent OR without student agreement to the acceptable use procedures. Full details of our Online Safety and Electronic Communications Policy are available on request, and from the policies page of: [www.heathfieldcc.co.uk](http://www.heathfieldcc.co.uk). Parents who wish for their children to use ICT equipment but not technologies that access the Internet, can opt to do so BUT your child's learning experiences may be affected if you choose this option. The attached Acceptable use agreement reply slip allows you to do this and asks for permissions relating to the Online Safety of your child.

#### **Network Acceptable Use: The Background**

Students **must** be made aware that inappropriate use of ICT can lead to a criminal offence. The following laws are some (but not all) of those that cover this area: The Computer Misuse Act 1990, The Police and Justice Act 2006, The Racial and Religious Hatred Act 2006, The Communications Act 2003, The Malicious Communications Act 1988, The Copyright, Designs & Patents Act 1998, The Protection from Harassment Act 1997, The Obscene Publications Acts 1959 and 1964, the General Data Protection Regulations 2018 and The Data Protection Act 2018.

It is **not possible to guarantee** that access to unsuitable material will never occur. Although, we have systems in place to try to avoid it, *potentially*, students *may* have access to undesirable and unsuitable material. The College educates students in how to respond if they accidentally access inappropriate material but neither the College nor ESCC can accept liability for the material accessed, or any consequences resulting from use of College ICT systems. Students' use of the network is monitored both by staff and by the computer system, and any misuse will be acted upon. This may include temporary or permanent removal of access to some or all of the College facilities. It could also lead to involvement of the Police and possible prosecution.

The following are examples of inappropriate use of ICT systems, even if on the student's own mobile device:

- Sharing any College related personal passwords
- Accessing, editing or deleting the personal files of others.
- Searching for, creating, transmitting, viewing or sharing obscene material.

- Searching for, creating, transmitting, viewing or sharing defamatory material.
- Sharing materials protected under copyright or other intellectual property laws
- Bullying, harrassing, threatening or SPAMMING other people
- Publishing private information about themselves or other people
- Installing programs or viruses onto the college computer network.
- Accessing the operational files of the computer network or any single college operated machine.

Lastly, although the College encourages students to use devices in many lessons, the College cannot accept any responsibility for the safety of the device whilst in college. Although the College's iPad purchase scheme includes an insurance policy, the college cannot provide any additional insurance cover for any privately owned devices whilst in College or whilst being transported to and from College.

The College appreciates your support for your child's learning and in ensuring your child's Online Safety, responsible use of both its ICT equipment and that owned by you whether on the College premises or off the College premises. Please ensure that both you and your child have understood the contents of this letter, the Internet and Online Safety Code of Conduct and the Acceptable Use Agreement reply slip attached to this letter. Please complete the agreement and return the reply slip with your Admission pack.

**Owen Perkins**  
**Online Safety Co-ordinator**