



Kirkwall Grammar School

Kirkwall, Orkney, KW15 1QN
Tel: (01856) 872102 Fax: (01856) 877699
Email: admin.kgs@glow.orkneyschools.org.uk
Website: www.kgsorkney.com
Head Teacher: Mr D Hawkins



INTERNET USE AGREEMENT

In order to provide a varied, stimulating and safe learning experience for pupils at Kirkwall Grammar School use of the Internet is required. The computer system is owned by Orkney Islands Council. The following rules for pupils on responsible use of electronic mail and the Internet helps to protect pupils, staff and the school by clearly stating what use of the computer resources is acceptable and what is not:

- School computer and Internet use must be appropriate to the student's education.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the Head Teacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- Irresponsible use may result in the loss of Internet access.

The school may 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 is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

As a school user of the Internet, pupils must agree to comply with the school rules on its use. They must use the network in a responsible way and observe all the restrictions explained to them by the school.

Receipt of this letter and list of rules will imply that you give permission for your child/children using electronic mail and the Internet and that you agree with the statements above. It also implies that you understand that pupils will be held accountable for their own actions as with all other normal school procedures and also understand that some materials on the Internet may be objectionable and agree that all possible steps will be taken to ensure only appropriate materials are exposed to your son/daughter.

Any parents/guardians who do **not** wish to give permission for their child/children to use electronic mail and the Internet **must indicate this in writing to us within 7 days of receipt of this letter.**

If you have any further questions please do not hesitate to contact the school.