



The Cornerstone Academy

The best in everyone™

Part of United Learning

Dear Parent/Guardian

As you may know, the school has a considerable amount of expensive computer equipment. The system we have allows full access to the Internet, email system and to cloud storage for student and staff documents.

There are two reasons for sending you this letter:

I need your permission to allow your child to use the Internet and Email facilities

Your son/daughter needs to sign a contract which highlights their responsibilities. The intention is to prevent damage, virus infection and the entry of offensive material onto the system.

The Internet is a powerful tool which is indispensable to schools. However, you will be aware that the Internet also contains offensive material which is inappropriate in school.

We use one of the top filtering systems available for education, Lightspeed. Lightspeed will monitor all school internet users and removes virtually all undesirable matter – additionally the system will also notify the safeguarding team should a user be found attempting to access inappropriate or illegal material. All school Internet users must be aware of this active monitoring.

There is a remote risk that students can “stumble” on material that is undesirable. Should this happen, providing I am told, I can inform Lightspeed who will immediately take steps to remove it. It is because of this exceedingly small risk that I require your permission for your son/daughter to use the Internet.

Please read the contract with your child. They should then sign it and return it to the school immediately.

Yours sincerely

Mr J Skillings (Senior IT Technician)

NAME OF STUDENT _____ TUTOR GROUP _____

Parent/Guardian Permission:

I have read the letter regarding the use of computers and the Internet. I agree to my child being allowed to use the Internet.

Signed _____ (Parent) Date _____

Student Contract:

This contract is between you and the school in which we set out your responsibilities when using the school's computers.

Agree to use the school's computers with care and to avoid unnecessary damage.

Agree not to use my own disks or CDs on the school's computers without first getting permission from the Network Manager.

Agree not to introduce my own software onto a school computer unless (a) it is licensed and (b) the Network Manager's permission has been obtained.

Agree not to download or produce any documents, which are likely to cause offence and will not attempt to access inappropriate web sites or write offensive messages.

I am aware that Lightspeed monitors all users and will act if a user is found to be accessing inappropriate or illegal material.

I understand that the school's reputation is of paramount importance and that when using Email, I must make sure that my communications with others are courteous and polite.

You will not be permitted to use the computers unless you sign and return this document.

Signed _____ Date _____ Tutor Group _____