



INTERNET ACCESS POLICY

This policy applies to the whole school and is published to parents

Introduction

The Internet is an important research tool and an essential communication medium in Yarm School.

This policy has been written to set out the School's provision of online facilities, guidance for users, security issues and a process by which users of the school networks can confirm their understanding of expectations when accessing the Internet via the school networks through an 'Acceptable Internet Usage Agreement'. Copies of these user agreements for staff and pupils are given in Appendix A and the terms of the mobile device agreement are given in Appendix B.

Why Internet access is important

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for staff and an entitlement for pupils who show a responsible and mature approach. It also enables access to Google Workspace for Education. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

Risk Assessment

It is impossible to completely remove the risk that pupils might access unsuitable materials via the school system.

The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a terminal. The school cannot accept liability for the material accessed, or any consequences thereof.

All users are referred to the Schools associated IT policies, including the Online Safety Policy.

Authorisation of use

All users are required to complete an appropriate Acceptable IT Usage Agreement and are expected to use this in accordance with the School's policies and expectations. (Appendix A). If pupils have a mobile device in school, they are also required to adhere to the terms and conditions of use of the Mobile Devices Agreement (Appendix B) and if applicable, the Student BYOD Agreement (Policy 18h).

In the Preparatory and Senior Schools, individual registration is required. In each case it will be clear who has Internet access, and who has not. Parental permission is required for all pupils, confirmed via signed Internet Usage Agreements. Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use. The school shall allocate Internet access to the pupils on the basis of educational need.

Maintaining Security

The Internet is a connection to the outside world that could compromise system performance or threaten security.

- The IT Network Manager will ensure that the system has the capacity to take increased traffic caused by Internet use;
- The security of the whole system is regularly reviewed with regard to threats to security from Internet access and monitoring software will be used to review records of use;
- Personal data sent over the Internet will be encrypted or otherwise secured eg. UCAS applications and incoming e-mail monitoring;
- Virus protection is installed and updated automatically on a daily basis.

Ensuring that Internet use provides effective learning

- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum;
- Pupils will be given clear objectives for Internet use;
- Pupils will be provided with lists of relevant and suitable Websites;
- Pupils will be educated to encourage them to use Internet access responsibly;
- Pupils will be informed that checks can be made on files held on the system;
- Pupils using the Internet will be supervised appropriately;
- Internet access will include filtering appropriate to the age of pupils;
- The school will work with the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

Pupils will be taught to assess Online content

IT teaching shall be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media.

- Pupils will be taught to validate information before accepting it as true;
- When copying materials from the Internet, pupils will observe copyright;
- Pupils will be made aware that the writer of an e-mail or the author of a Web page may not be the person claimed;
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

The Management of email

- Pupils are expected to use email as part of their learning;
- Communications with persons and organisations through the school networks will be managed to ensure appropriate educational use and that the good name of the school is maintained;
- The forwarding of chain letters is prohibited;
- Pupils will be given individual email accounts. This assumes a high level of trust and pupils will be asked to sign the Acceptable IT Usage Agreement and, if applicable, the Student BYOD Agreement;
- E-mail messages on school business (eg. arranging a work placement) must be approved before sending;
- Staff are expected to follow the guidance provided in the Email Guidance Document – see 18e.

Managing Web Publications

A Website can celebrate good work, promote the school and publish resources for projects or homework. It is important to ensure that the Web site reflects the school's ethos, that information is accurate and that pupils are protected. Yarm School's website can be viewed at www.yarmschool.org. Since the website can be accessed by anyone on the Internet, the security of staff and pupils must be maintained.

- The Web site will comply with the school's guidelines for publications;
- The point of contact on the Web site will be the school address and telephone number. Staff school email contacts are listed. Home information or personal individual email identities will not be published;
- Parents will be asked to inform the school if they do not wish identifiable photographs of their son or daughter to be used in school publications that are then transferred to the Website.

Appropriate and Safe Internet Access

Staff will need to ensure that access is appropriate to the user by checking sites before class use. Younger pupils will only need access to sites approved for general educational use. The older senior school pupils, as part of a supervised project, might need to access adult materials, for instance a set novel that includes references to sexuality. Teachers or pupils might need to research areas including drugs, medical conditions, bullying or harassment. The school systems do have different levels of filtering to be applied by time, location or user.

- A separate Online Safety Policy (18b) can be referred to for further information;
- Staff should check that the sites selected for pupil use are appropriate to the age and maturity of pupils;
- Senior staff will monitor the effectiveness of Internet access strategies;
- Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops;
- IT staff will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- Guidance for staff and pupils with regard to the use of school chromebooks and other mobile devices, BYOD, email and social media is available. See separate policies 18d, e, f and g.

Complaints Procedure

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance it is possible that the issue has arisen through home Internet use or by contacts outside school. Sanctions for irresponsible use will be linked to the school's behaviour policy.

- If staff or pupils discover unsuitable sites on the filtered system, the URL (address) and content should be reported to the IT Network Manager who will inform the Internet Service Provider;
- The handling of incidents will be overseen by a senior member of staff;
- Pupils and parents will be informed of the procedure;
- Parents and pupils will need to work in partnership with staff to resolve any issue;
- There may be occasions when the police must be contacted;
- The School will use monitoring software to review computer and internet use by affected pupils;
- A pupil may have Internet or computer access denied for a period;
- Denial of access could include all work held on the system, including examination work.

Information

It is very important that staff are prepared for Internet use and agree with the School Internet Access Policy. Staff training will be available to familiarise all staff with the Internet and how to use it as teaching aid. Opportunities will be given to discuss the issues and develop good teaching strategies.

- Rules for Internet access and online standards will be posted near computer systems. Rules and expectations for responsible Internet use will be printed as posters;
- All staff including teachers, supply staff classroom assistants and support staff will be provided with the Internet Access Policy, and its importance explained;
- Age specific modules on responsible Internet use and online safety will be included in the IT curriculum, PSHEE (SPaCE) and 6th Form QI (Excel) programmes to cover both school and home use.

Reviewed	July	2020
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Reviewed	July	2022
Reviewed	July	2023
Reviewed	July	2024

Date of next review : July 2025 by : PC

APPENDIX A



Senior School Pupil **Acceptable I.T. Usage Agreement**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. The computer system is owned by Yarm School and may be used by pupils to stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

This Acceptable Usage Agreement is intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies.

The School uses a filtering system through its URL provider to prevent access to inappropriate sites. However, as regular internet users will understand, no filtering system can ever be totally reliable and it is for this reason that we also require compliance with this policy. Yarm School reserves the right to examine and/or delete any files that may be held on the computer system or to monitor e-mails or any Internet sites visited.

For my own personal safety:

- I understand that the school will monitor my use of the IT systems and e-mail.
- I will keep my username and password secure – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource:

- I understand that the school IT systems are primarily intended for educational use.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school IT systems for online gaming, online gambling, internet shopping, file sharing, political purposes, advertising, social networking or video broadcasting (eg. YouTube).
- I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

I will act as I expect others to act towards me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language.
- I will not post anonymous messages and will not forward chain letters.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held/external devices (mobile phones/USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment and if connected to the School Networks in accordance with the BYOD Policy and Protocols.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work. When using material produced by others I will acknowledge this by giving a reference to the source used. Whenever I use the actual words written by someone else, I will show this as a direct "quotation" and never try to pretend they are my own words.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

Please complete the section below to show that you have read, understood and agree,

Full name Form

Signed Date

Parent Acknowledgement : I/We consent to my/our son/daughter using the Internet at School.

Signed : Date



Preparatory School

Acceptable I.T. Usage Agreement – KS2

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

This Acceptable Usage Agreement is intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies. The School network, and hardware operating on the computer system is owned by Yarm School and may be used by pupils to stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

The School uses a filtering system through its URL provider to prevent access to inappropriate sites. **However, as regular internet users will understand, no filtering system can ever be totally reliable and it is for this reason that we also require compliance with this policy.**

Yarm School reserves the right to examine and/or delete any files that may be held on the computer system and to monitor e-mails or any Internet sites visited.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school :

- I will only use my personal hand held/external devices (mobile phones/USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

I understand that everyone has equal rights to use technology as a resource :

- I understand that the school IT systems are primarily intended for educational use and I must get permission when using internet sites.
- I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

When using the internet for research or recreation, I recognise that :

- I should ensure that I have permission to use the original work of others in my own work. When using material produced by others I will acknowledge this by giving a reference to the source used. If I use the actual words written by someone else, I will show this as a direct "quotation" and never try to pretend they are my own words.
- Where work is protected by copyright, (including music and videos), I will not try to download copies.

For my own personal safety :

- I understand that the school will monitor my use of the IT systems and e-mail.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I will act as I expect others to act towards me :

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language.
- I will not post anonymous messages and will not forward chain letters.

Please complete the section below to show that you have read, understood and agree :

Full name Form

Signed Date

Parent Acknowledgement : I/We consent to my son/daughter using the Internet at School and accept and agree to the terms and conditions within this Acceptable ICT Usage Agreement.

Signed : Date



Pre-Prep & Nursery Acceptable I.T. Usage Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

This Acceptable Usage Agreement is intended to ensure that pupils will be responsible users and stay safe while using the internet and other communications technologies. The School networks, and hardware operating on the computer system is owned by Yarm School and may be used by pupils to stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning.

The School uses a filtering system through its URL provider to prevent access to inappropriate sites. **However, as regular internet users will understand, no filtering system can ever be totally reliable and it is for this reason that we also require compliance with this policy.**

Yarm School reserves the right to examine and/or delete any files that may be held on the computer system and to monitor e-mails or any Internet sites visited.

My child recognises that the school has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of the school :

- They will only use personal hand held/external devices (mobile phones/USB devices etc) in school if they have permission. They understand that, if they do use their own devices in school, they will follow the rules set out in this agreement, in the same way as if they were using school equipment.
- They understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will they try to use any programmes or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- They will immediately report any damage or faults involving equipment or software, however this may have happened.
- They will not open any attachments to emails, unless they know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- They will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will they try to alter computer settings.

My child understands that everyone has equal rights to use technology as a resource :

- They understand that the school IT systems are primarily intended for educational use and they must get permission when using internet sites.
- They will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- They will not steal, disable or cause any damage to school equipment, or the equipment belonging to others.

When using the internet for research or recreation, my child recognises that :

- Where work is protected by copyright, (including music and videos), they will not try to download copies.

For my child's own personal safety :

- They understand that the school will monitor their use of the IT systems and e-mail.
- They will be aware of "stranger danger" when they are communicating online.
- They will not disclose or share personal information about themselves or others when online.
- They will immediately report to a member of staff any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.

My child will act as they expect others to act towards them :

- They will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- They will be polite and responsible when they communicate with others. They will not use strong, aggressive or inappropriate language.
- They will not post anonymous messages and will not forward chain letters.

Please complete the section below to show that you have read, understood and agree :

Parent Acknowledgement : We consent to my/our son/daughter using the Internet at School.

Signed : Date

Staff Acceptable I.T. Usage Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone.

This Acceptable Usage Agreement is intended to ensure that staff will be responsible users and stay safe while using the internet and other communications technologies. The School network, and hardware operating on the computer system is owned by Yarm School. The School uses a filtering system through its URL provider to prevent access to inappropriate sites. **However, as regular internet users will understand, no filtering system can ever be totally reliable and it is for this reason that we also require compliance with this policy.**

Yarm School reserves the right to examine, copy and/or delete any files that may be held on the computer system and to monitor e-mails or any Internet sites visited.

For my professional and personal safety :

- I understand that the school will monitor my use of the IT systems and e-mail.
- I understand that the rules set out in this agreement also apply to use of school IT systems (eg. Laptops, email, VLE, etc).
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should regularly change my password and this should include at least six characters made up of letters/numbers. I understand that passwords should not be written down or automatically saved.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the Director of IT.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school :

- When I use my own hand held/external devices (PDAs/laptops/mobile phones/USB devices etc) for work purposes in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment and if connected to the School Networks in accordance with the BYOD Policy and Protocols.
- I will not use personal email addresses on the school IT systems in order to limit exposure to viruses and spyware.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will regularly perform housekeeping on my user area to delete unwanted files / documents as well as archive historic data. Where appropriate, I will ensure that my data is backed up.
- I will not try to upload, download or access any materials which are illegal / inappropriate or try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings without the agreement of the Network Manager.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will be professional in my communications and actions when using school ICT systems :

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not use the school IT systems for online gaming, online gambling, internet shopping, file sharing, political purposes, advertising, social networking or video broadcasting.
- I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I understand that all written communications need to be business-like and accurate. Only relevant and factual data should be recorded, particularly on MIS.

When using the internet in my professional capacity :

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, (including music and videos), I will not try to download or distribute copies.

When using data on the School networks, I need to ensure :

- Sensitive data is used appropriately and kept only in secure locations.
- Consideration is given when distributing sensitive data. The correct medium needs to be used.
- I am mindful to ensure that sensitive data is only sent to required recipients.
- I give consideration to the fact that an email can be an insecure method of distribution and that email protocols are used correctly – ie. cc, bcc, checking email addresses, etc.
- That sensitive data is only removed from its central source (ie.MIS) in cases where it is unavoidable.
- The data accessed is appropriate in order to comply with professional/job role requirements.
- I am conversant with the Data Protection Policy

I have read Section 18a – 18h of the School Policies regarding IT and I understand that if I fail to comply with this Acceptable Usage Agreement, I could be subject to disciplinary action.

IT ACCEPTABLE USAGE AGREEMENT – STAFF DECLARATION

Please complete and sign the section below to show that you have read, understood and agree to the terms of the It Acceptable Use Agreement.

Retain the main document for your continued and future reference but please return this slip to the School Office once complete.

Full name

Signed Date

APPENDIX B : MOBILE DEVICES AGREEMENT

The following guidelines are issued to parents and pupils to explain the School's policy on the possession and use of mobile technologies and mobile telephones. A separate consent form and guidance is available for the Preparatory School.

1. It is accepted that some pupils may need to have a mobile telephone with them in school to enable contact with home outside normal school hours. However, the telephone should only be used irregularly when a genuine need arises and should not be allowed to disrupt the working routine.
2. If a parent wishes their son or daughter to have a mobile telephone in school on either a regular or ad-hoc basis, they must complete an information form and return it to the School Office, (Senior or Prep as appropriate) to explain the reason for their request.

The form will ask for the following information :-

- Make, model, colour and serial number of the telephone / device
 - Service Network and telephone number
 - A statement to indicate that the telephone is insured.
3. In addition, the form will require a signature from the pupil and their parent to state that they will abide by the following code of conduct.
 - The mobile telephone or device is the responsibility of the pupil concerned and all reasonable measures must be taken to ensure its security. Mobile telephones or devices must not be left unattended in public areas or changing rooms. Pupils have their own secure locker.
 - Yarm School cannot accept any responsibility for loss, theft or damage to a pupil's mobile telephone or device but will investigate any reported loss to try to assist with the return of the telephone to the owner.
 - The mobile telephone or device must be switched off during lesson times and kept in the pupil's locker to prevent any disruption to the academic day.
 - The mobile telephone or device must not be used in lessons or tutorials. (Exception under BYOD Policy)
 - Pupils must not use their mobile telephones to make calls in public areas or whilst walking around school.
 - Pupils must not send inappropriate text messages or make nuisance calls to other members of the school community. Photos or video taken by phone must not be sent or used maliciously.
 - If any details of the telephone change, it is the parent's responsibility to inform the school.
 4. If a mobile telephone or device is used or rings during a lesson or it is used inappropriately during the school day it should be confiscated by the member of staff and handed to the Head of Year for return to the pupil at the end of the day.

Further breaches of the code may result in an extension to this confiscation or a requirement for the parents of the pupil concerned to prevent their son or daughter bringing a mobile into school.

5. Completed forms will be kept on file in accordance with the Data Protection Act.



Prep School e-Reader Acceptable Use Policy & Agreement Form

E-Readers are devices with E-Ink screens, designed primarily for viewing books. Some examples include the Kindle, Nook and Sony Reader. Yarm Preparatory School recognises that e-Readers can provide a number of benefits for pupils, including adjustable text sizes and colours, access to thousands of free books and the portability of such devices. While we will continue to advocate the reading of traditional books, we also appreciate that some pupils will also like to read by using their e-Reader. Therefore, children in Years 4-6 are allowed to bring in their e-reader device for use during class reading sessions upon signing of this form.

'E-Reader' devices include those listed above. Please note: this policy does not allow other tablets (e.g. Nexus, iPad, Kindle Fire, Hudl, etc) to be brought in.

Yarm Preparatory School acknowledges that some e-Readers can connect to the Internet through mobile connections (3G) that the school cannot control. Pupils therefore must not connect these devices to the Internet while at school and must only use their device to read books downloaded on to the device.

Parents must sign a release stating that they are solely responsible for the content on their child's e-Reader. The nature of these devices makes it very difficult for teachers to monitor what pupils are reading, which is why we are insisting that parents be responsible for the use and content on their children's devices. If you choose to buy an e-Reader for your child to use in school, please take the time to become familiar with its operation so that you can regularly monitor what your child is reading. Any e-Reader brought into school must be protected with a suitable cover to protect against accidental damage.

Pupil Responsibilities and Permission

- I will not give my e-Reader (e.g. Kindle) to another student for his/her use.
- I will not use my e-Reader for any purpose other than displaying reading material.
- I will make sure my e-Reader has a protective cover and is stored in my tray when not in use.
- I will not download, purchase, or change the content loaded on my e-Reader at school and without the permission of my parents.

Pupil name : _____ Pupil signature : _____

Date : _____

Parent/Guardian Section:

I authorise my child to bring their e-Reader to Yarm Preparatory School with the understanding that it is to be used as a tool for reading only and that my child will comply with the aforementioned e-Reader Acceptable Use Policy.

I understand that Yarm Preparatory School is not responsible for any damage or loss associated with my child's e-Reader. I also understand that a violation of the e-Reader policy may result in my child losing the privilege to bring their e-Reader to school for a length of time commensurate with the nature of the violation.

Pupil name : _____ Parental signature : _____

Date : _____



Senior School e-Reader Acceptable Use Policy & Agreement Form

E-Readers are devices with E-Ink screens, designed primarily for viewing books. Some examples include the Kindle, Nook and Sony Reader. Yarm Senior School recognises that e-Readers can provide a number of benefits for pupils, including adjustable text sizes and colours, access to thousands of free books and the portability of such devices. While we will continue to advocate the reading of traditional books, we also appreciate that some pupils will also like to read by using their e-Reader. Therefore, children pupils are allowed to bring in their e-reader device for use during class reading sessions upon signing of this form.

'E-Reader' devices include those listed above.

Please note: this policy does not allow other tablets (e.g. Nexus, iPad, Kindle Fire, etc) to be brought in.

Yarm Senior School acknowledges that some e-Readers can connect to the Internet through mobile connections (3G) that the school cannot control. Pupils therefore must not connect these devices to the Internet while at school and must only use their device to read books downloaded on to the device.

Parents must sign a release stating that they are solely responsible for the content on their child's e-Reader. The nature of these devices makes it very difficult for teachers to monitor what pupils are reading, which is why we are insisting that parents be responsible for the use and content on their children's devices. If you choose to allow your child to use an e-reader in school, please take the time to become familiar with its operation so that you can regularly monitor what your child is reading. Any e-Reader brought into school must be protected with a suitable cover to protect against accidental damage.

Pupil Responsibilities and Permission

- I will not give my e-Reader (e.g. Kindle) to another pupil for his/her use.
- I will not use my e-Reader for any purpose other than displaying reading material.
- I will make sure it has a protective cover and is stored securely in my locker when not in use.
- I will not download, purchase, or change the content loaded on my e-Reader at school and without the permission of my parents.

Pupil name : _____ Pupil signature : _____

Date : _____

Parent/Guardian Section:

I authorise my child to bring their e-Reader to Yarm Senior School with the understanding that it is to be used as a tool for reading only and that my child will comply with the e-Reader Acceptable Use Policy.

I understand that Yarm Preparatory School is not responsible for any damage or loss associated with my child's e-Reader. I also understand that a violation of the e-Reader policy may result in my child losing the privilege to bring their e-Reader to school for a length of time commensurate with the nature of the violation.

Pupil name : _____ Parental signature : _____

Date : _____