



The Petersfield School
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17 November 2009

Dear Parents

I am writing to confirm that we will be issuing all students in Years 9, 10 and 11 with a school email address. This will enable our students to communicate electronically with teachers, college tutors and other students. The use of email is also an assessed part of the OCR ICT course and the students require an email address to complete one of the modules. Students in Years 7 and 8 will be issued with an email address in January following a review of our E-safety Policy.

The email address we provide is a real address and enables the students to communicate electronically both within the school and the outside world. However we are able to restrict email to 'in school' communication only if a parent has concerns about their son or daughter's use of email. Please send an email to email.support@petersfieldschool.com or telephone the school by 27 November 2009 if you do not wish your son or daughter to be issued with an email address.

All emails that pass through our school system are monitored and stored. In the event of any problems, emails can be retrieved and reviewed. Students must abide by our Acceptable Use Policy for the Internet and email. A copy of the policy is attached and can be found in the students' planner.

Parents and students had an opportunity to accept and sign this policy when the students started in Year 7 and this was reviewed in Year 8. Once permission has been granted, we presume that this lasts through to Year 11. We maintain a database of students for whom permission has not been given.

I would also like to take this opportunity to invite you to join our Parents' Forum. This is an online discussion forum for parents that provides valuable feedback for the school. We have run the forum on a pilot basis for the past year and over a hundred of our parents are already members. We would like to expand the number of parents who belong to the forum and have simplified the joining process. The forum can be found via a link on the school's website and if you would like to join, please email forum@petersfieldschool.com and we will send you a username and password.

If you have any concerns about your son or daughter's use of the Internet or email at TPS, or would like to know more about the Parents' Forum, please do not hesitate to contact me at the school.

Yours sincerely

Mr A McDougall
Deputy Headteacher
amcdougall@petersfieldschool.com

The Performing School
Headteacher Mr N C Poole FRSA



E-MAIL AND INTERNET : USE OF GOOD PRACTICE POLICY

Please complete and sign return

Pupil Name: Form:

I have read and understand the school E-mail and Internet Use Good Practice Policy. I will use the computer system and Internet in a responsible way and obey these rules at all times as stipulated in the Computer Misuse Act 1990.

Pupil Signature: Date:

Parent/Carer's Consent for Internet Access

I have read and understand the school E-mail and Internet Use Good Practice Policy and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities.

Parent/Carer Name:

Signed: Date:

I give consent to my son/daughter being given a school Email Address

Signed: Date:

Parent/Carer's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not identify individuals and that full names will not be used.

Signed: Date:

E-mail and Internet: Use of good practice policy

- I will only use my own login and password, and I will keep my password a secret.
- I will only use the computers for school-related study.
- I am responsible for my files and my Emails. I understand that the school will check my files and monitor my Emails and the sites I visit.
- I will only email people I know or my teacher has approved of.
- My emails will be polite, sensible and school related.
- I will not give out any personal information in my emails, like my mobile number or address, or arrange to meet anyone I do not know.
- I will only enter sites on the Internet that I have a teacher's permission to enter.
- I will not enter chat rooms or play Internet games.
- I will not rearrange the hardware or install any software.

If I break any of these rules I know I may be stopped from using the school computers and have my right to use email removed.