

TM/Internet Access 2025/SixthForm
August 2025

Dear Parent(s)/Carer(s)

Internet and E-Mail Access for Pupils

As part of the school's ICT programme in the Sixth Form the school allows students to use the Internet and e-mail unsupervised during study periods, as well as allowing them to use their mobile phones when not in lessons. In order to use this free access to the internet we require all students to obtain parental permission and both they and you must sign and return the attached form as evidence of your approval and their acceptance of the school rules on this matter.

Students are issued with a unique username and password when they enter the school. The code gives the student access to the computer system, it is their personal code and should not be disclosed to anyone else.

During school, teachers will guide students towards appropriate materials on the Internet. Although the school provides filtered and secure Internet access, parents and carers should be warned that some students may find ways to access material which is inaccurate, defamatory, illegal or potentially offensive to some people. Students who misuse or abuse Internet or e-mail access at school will face disciplinary action and may lose their right to Internet access for a fixed term.

Shirley High School operates simple common sense rules, and students understand the consequences of them attempting to access unsuitable material or to use the facilities inappropriately. This includes access rights taken away, accounts suspended and in certain cases completely withdrawn. In the case of future contravention of these common sense rules the school reserves the right to suspend or withdraw completely.

Please read through the attached document carefully with your son / daughter and then complete the **Internet and Electronic Mail User Agreement and Parental Permission Form** by scanning the QR code below.



Shirley High School Pupil Guidelines For Internet & Network Use

General

- Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.
- The Internet is provided for pupils to conduct research and communicate with others. **Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.**
- **Individual users** of the Internet **are responsible for their behaviour** and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.
- Pupils **must not** give out personal information (including photos) of themselves or others when on the Internet or in e-mails.
- Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or other media will always be private.
- All pupils have the responsibility for the security of their username and password. They **must not** allow other pupils to access the network/internet using their log-on details. Pupils must report any evidence or suspicion that anyone knows their password to their Head of Year.
- Pupils are personally responsible for any actions / activities carried out on the network under their username.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using the network or internet to send offensive or harassing materials to others
3. Damaging computers and computer peripherals (printers, scanners, cameras etc)
4. Accessing undesirable material such as obscene, hateful or pornographic material etc
5. Downloading and/or running programs that have not been installed by the school IT technicians
6. Violating copyright laws (passing off content found on the internet as your own)
7. To log on using another pupils' user id/password
8. To use another pupils' access to the internet
9. To allow another pupil to use your username and password
10. Exchanging passwords
11. Trespassing in others' folders, work or files
12. Printing documents unnecessarily
13. Unauthorised use of the internet during lesson time.
14. Downloading of files (from internet or a usb pen drive etc) that are not relevant to the curriculum
15. Using the school computer resources to print and/or publish anything that is not directly related to school work.
16. Playing games or gambling on the internet, internet shopping, visiting social networking sites or sms messaging via websites.
17. Bypassing (or attempting to bypass) the school internet filtering system to access websites

The school has software that will inform them of those accessing websites or typing specific names.

Sanctions

1. Violations of the above rules will result in a temporary ban (of 1 half-term or equivalent) or a permanent ban on Internet use, which may also include network use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

SOCIAL MEDIA

1. INTRODUCTION

This guidance applies to Shirley High School pupils, staff, parents and the wider school community. It covers personal use of social media, as well as the use of social media for official school purposes, including sites hosted and maintained on behalf of the school.

This guidance applies to personal web space such as social networking sites (for example Facebook, Instagram, Tik Tok, Snapchat), blogs, microblogs such as Twitter, chatrooms, forums, podcasts, open access, social bookmarking sites and content sharing sites such as Flickr and YouTube.

Since it is impossible to cover all circumstances or emerging media, the principles set out in this guidance should be followed irrespective of the medium.

2. GUIDELINES FOR PUPILS

- 2.1. Your online behaviour should reflect the same standards of honesty, respect and consideration that you use face-to-face.
- 2.2. Your use of social media should be age appropriate e.g. only over 13s should be using Facebook.
- 2.3. When posting comments or photos on social media channels, ask yourself whether you would be happy for your parents or your future employer to read your posts.
- 2.4. Provide as little information about yourself as possible; not providing your date of birth or location will improve your online security.
- 2.5. You should set your privacy settings on Facebook to 'Friends Only' or Private, but be aware that unless your friends' settings are the same as yours, your posts may be seen more widely.
- 2.6. Think carefully before engaging with strangers in 'open' environments, especially Twitter; be aware that protecting your tweets will improve your online security
- 2.7. Do not attempt to 'friend' or 'follow' staff on social media sites
- 2.8. Do not tag or identify yourself (or other pupils) on Shirley High social media sites; even when using your own accounts, you should ask permission before tagging someone in a photo.
- 2.9. Do not engage in any activities involving social media which might bring Shirley High into disrepute
- 2.10. Do not engage in any abusive, threatening, unkind or bullying behaviour.
- 2.11. Use of profanity or threatening language is not acceptable
- 2.12. Under no circumstances should negative comments be made about staff, parents or other pupils on social media sites
- 2.13. Shirley High reserves the right to monitor social media activity and if pupils are found contravening the guidelines, the school sanctions will be imposed.

3. GUIDELINES FOR PARENTS

- 3.1. The school will monitor, and where appropriate, moderate, content and activity on Shirley High social media platforms
- 3.2. The school cannot be held responsible for improper use of social media by pupils
- 3.3. We ask that any comments posted on school social media accounts are constructive and not seen as vehicle for questions that require immediate response. Negative comments or complaints should be made using correct procedure.

4. USING SOCIAL MEDIA FOR MARKETING SHIRLEY HIGH SCHOOL

The Administration team runs the school's official website and social networking for marketing. If you have any concerns about content you have viewed on school social media sites, you should contact office@shirley.croydon.sch.uk.

While pupils and the wider school community are encouraged to interact with these social media sites they should do so with responsibility and respect.

If staff wish to set up dedicated social media accounts for their subjects, they should first discuss this with the Principal and Principal's PA.

5. BREACHES OF THIS APPENDIX

Any breach of this guidance that leads to a breach of confidentiality, defamation or damage to the reputation of Shirley High School or any illegal acts or acts that render Shirley High liable to third parties may result in legal action, disciplinary action or sanctions in line with the published school policies for staff and students.