

Dear Parents,

Re: Acceptable use of ICT Policy for Pupils

As you will be aware, technology is developing at an ever increasing speed and we place a strong emphasis on educating the girls to behave in a responsible manner when they use technology at home or school. Enclosed is an updated copy of our 'Acceptable use of ICT Policy'. Please go through it with your daughter, sign it, and then return it to school by **Friday 30th September**. After this date any unreturned forms will result in the pupil's ICT access being disabled until the form is returned.

During Form Time your daughter's Tutor will also be giving her some safety advice with regard to protecting her from cyber bullying. You may find the following information useful:

- Be alert to your daughter seeming upset after using the internet or their mobile phone. This might involve subtle comments or changes in relationships with friends. They might be unwilling to talk or be secretive about their online activities and mobile phone use.
- Talk with her and understand the ways in which she is using the internet and her mobile phone.
- Use the tools on the service provider and turn on in-built internet safety features.
- Remind your daughter not to retaliate.
- Keep the evidence of offending emails, text messages or online conversations.
- Report cyber bullying: contact School if it involves another pupil, so that we can take appropriate action.
- Contact the service provider.
- If the cyber bullying is serious and a potential criminal offence has been committed, you should consider contacting the police.
- Be aware that your daughter may as likely cyber bully as be a target of cyber bullying.

We would also recommend you visit the advice site www.thinkuknow.co.uk, where you will find excellent information and guidance relating to the safe use of all digital methods of communication.

Thank you for your support in this matter.

Yours sincerely,



Louise Higson
Deputy Head