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**e-Safety Rules**

**These e-safety rules help to protect you, the employer and TALPER SEND Provision Ltd by describing acceptable and unacceptable computer use:**

* TALPER SEND Provision Ltd owns the computer network and can set rules for its use.
* It is a criminal offence to use a computer or network for a purpose not permitted by TALPER SEND Provision Ltd.
* Irresponsible use may result in the loss of network or internet access.
* Network access must be made via the user’s authorised account and password, which must not be given to any other person.
* All network and internet use must be appropriate to education.
* Copyright and intellectual property rights must be respected.
* Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
* Anonymous messages and chain letters are not permitted.
* Users must take care not to reveal personal information through email, personal publishing, logs or messaging.
* Systems may not be used for private purposes, unless authorisation by a member of staff has been given.
* Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

TALPER SEND Provision may exercise its right to monitor the use of computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

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**e-Safety Agreement**

**All students use computer facilities including internet access as an essential part of learning, as required by the curriculum they are following. Both students and their parents/carers are asked t sign to show that the e-safety rules have been understood and agreed.**

**Student: ……………………………………………………… Course: ……………………………………………….**

**Student’s Agreement:**

* I have read and I understand TALPER SEND Provision Ltd e-Safety Rules.
* I will use the computer, network, mobile phones, internet access and other new technologies in a responsible way at all times.
* I know that network and internet access may be monitored.

**Signed: ………………………………………………………… Date: …………………………………………………..**

**I have read and understood TALPER SEND Provision Ltd e-safety rules and give permission for my son/daughter to access the internet.**

**Parents’s Consent for Web Publication of Work and Photographs**

I agree that my son/daughter’s work may be electronically published. I also agree that appropriate images and videos that include my son/daughter may be published subject to the rule that photographs will not be accompanied by students’ names.

**Parent’s consent for Internet Access**

I have read and understood the e-safety rules and give permission for my son/daughter to access the internet. I understand that TALPER SEND Provision Ltd will take all reasonable precautions to ensure that the students cannot access inappropriate materials, but I appreciate that this is a difficult task.

I understand that TALPER SEND Provision Ltd cannot be held responsible for the content of materials accessed through the internet. I agree that TALPER SEND Provision Ltd is not liable for damages arising from use of the internet facilities.

Signed: ………………………………………………………… Date: …………………………………………………….

Please Print Name: …………………………………………………………………………………………………………………