



2 November 2009

Dear Parent / Carer

As you are aware, at Pendle Vale we have a large number of computers and other ICT equipment and it is very important that these are used correctly and sensibly at all times. Therefore we have a code of conduct for using these facilities which we require each student to follow. The code of conduct is attached to this letter and there is a copy on the school website for reference. We have updated the code of conduct this year to include good practice in e-safety, especially when using the internet and email.

We already have a filtering system which blocks unsafe and unsuitable websites, but this year we are also going to install e-safe monitoring software on our school network. This will allow us to identify attempts at inappropriate or potentially unsafe use of the internet and the school system and so enable us to improve our e-safety education for students.

Please could both your child and yourself sign the slip below and return it to your child's form tutor by Friday, 6 November.

Yours sincerely

S Wilson (Headteacher)

---

Name \_\_\_\_\_ Form \_\_\_\_\_ Date \_\_\_\_\_

**Student:**

I have read and understood the code of conduct for using ICT facilities and agree to abide by it. I understand that my use of computers, the internet and email may be monitored.

Signed: \_\_\_\_\_

**Parent / Carer:**

I have read the code of conduct for using ICT facilities and agree to support the school in implementing this policy. I understand that my child's use of computers, the internet and email may be monitored.

Signed: \_\_\_\_\_