



# **ELLESMERE COLLEGE**

## **TE KĀRETI O WAIHORA**

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CARING - RESPONSIVE - CHALLENGING

## **Enrolment Information Booklet**

Contact number: 03 324 3369  
Email: [office@ellesmere.school.nz](mailto:office@ellesmere.school.nz)  
Website: [www.ellesmere.school.nz](http://www.ellesmere.school.nz)

# Welcome to Ellesmere College

## From the Principal

Dear Parent/Caregiver

Welcome to Ellesmere College! Thank you for your interest in enrolling your son/daughter with us. We are delighted to enclose our 2020 College Pack which includes an Enrolment Form and other important school information.

Ellesmere College is a decile 8, co-educational, Year 7-13 College which serves the wider Leeston, Southbridge and Dunsandel areas and continues to be the beating heart of a vibrant rural community. By choosing to send your son/daughter to a local school, you are not only signalling the trust you have in the school, but also ensuring that the heart of the community remains strong. The school has a friendly, welcoming environment and offers a rich array of subjects. We have high expectations of students and cater for the diversity of all learners, engaging and enabling our students to excel and succeed. Through the provision of opportunities, both inside and outside the classroom, we aim to develop the attributes, skills and knowledge our students need to be positive and successful citizens, along with stimulating curiosity leading them to become lifelong learners.

The next few years will be exciting times at Ellesmere College as we work with the Ministry of Education around the planned rebuild of the school and work collaboratively with Leeston Consolidated School, Southbridge School, Dunsandel School and a variety of early childhood centres through the Ngā Mātāpuna o Te Waihora Kāhui Ako/Community of Learning. Through this work we will develop stronger links with the early childhood and primary sectors to ensure smoother transitions for students through our Kāhui Ako/Community of Learning and beyond to meaningful pathways.

To enrol your son/daughter please complete the Enrolment Form.

We look forward to welcoming your child to Ellesmere College in 2020.

Ronan Bass  
Principal



## About this Information Pack

### About this Information Pack

Thank you for choosing to enrol at Ellesmere College. We look forward to meeting you in the near future. In this Information pack we have included some details that will help you become familiar with our College. If you have any further questions, please contact us on the numbers below and we will be happy to help.

Further information is available on the College website: [www.ellesmere.school.nz](http://www.ellesmere.school.nz)

**For initial enquiries please contact the College Helpdesk:**

**Katrina Ferguson**

Tel: 03 324 3369

Email: [fergusonk@ellesmere.school.nz](mailto:fergusonk@ellesmere.school.nz)



**You can also contact any member of the Senior Leadership Team:**

**Mr Bert Knops**

Deputy Principal

Email: [knopsg@ellesmere.school.nz](mailto:knopsg@ellesmere.school.nz)



**Mr Antony French**

Assistant Principal

Email: [frencha@ellesmere.school.nz](mailto:frencha@ellesmere.school.nz)



**Ms Tanya Prout**

Assistant Principal

Email: [proutt@ellesmere.school.nz](mailto:proutt@ellesmere.school.nz)



## The Ellesmere Ethos

**The Ellesmere Ethos** is a set of values that governs the behaviour of members of the College community and relationships between members of the community.

The foundation of the Ellesmere Ethos is an agreed set of values that was determined in 2014 after extensive consultation with the students, parents, staff and the community where the values that were of greatest importance were identified.

**RISE** is the acronym that we use for the values of **Respect, Integrity, Success** and **Empathy**.

We are now developing a deeper meaning of these values and using them as the basis of many conversations.

It is our expectation that all members of the College community adhere to **The Ellesmere Ethos** and that it will have a very significant positive influence in the culture of our College that will in turn produce an even better place for students to live and learn.



### Respect

- Being polite to others
- Caring for our surroundings
- Showing self-respect

### Success

- Giving your best
- Persevering
- Identifying goals and achieving

### Integrity

- Being honest and trustworthy
- Following through on your commitments
- Being responsible

### Empathy

- Treating others the way you want to be treated
- Caring for others
- Being community-minded

## Ellesmere College – The First Day

### New Students Starting in 2020: The First Day

- The commencement dates of the 2020 school year will be published in local newspapers and on our Facebook page.
- Before timetabled classes begin, all students will have a personal interview. Year 7 students will meet their new Homeroom teacher and other students will meet their Whanau Leader.
- During this interview they will be shown where to meet on the first day of timetabled classes.
- Students should bring pencil and paper and wear the correct uniform.
- If on the first day there is any doubt about where to meet, new students should report to the College Office.

## Useful Information – in Alphabetical Order

### Attendance

- Attendance is compulsory until a student's sixteenth birthday.
- Students entering for National Qualifications must attend regularly to qualify for various awards.
- The only grounds for absence from College are sickness or a health-related matter, or a personal family matter.
- Permission from the Principal is required for absences other than the above. Students must complete a Pre-Arranged Absence form well in advance if the absence is for a long period of time such as a holiday.
- In the interests of students' safety and to forestall truancy, parents should ring the College before 9.00 am advising the reasons for their child's absence. If an absence is unaccounted for, a text message will be sent asking for confirmation to clarify the student's whereabouts.
- **The College answer-phone number for absences is: 03 324 8010.**

### Bicycles and Scooters

- Cycles must be ridden along the footpath within the College grounds not across grassed areas.
- Cycle helmets must be worn while cycles are ridden.
- Tampering with another person's cycle, or loitering in or near the cycle stands, is not acceptable.
- No cycling in car park areas.
- Scooters can be used in defined areas with appropriate safety gear.

### Canteen

The Canteen is open at interval and lunchtime. Lunch orders are placed before.

### Care of College Property

Remember this is your College. Respect it and show the same care for it as you would show for your own home. It is a serious offence to deface College property.

Any damage or breakages must be reported at once to the Duty Teacher, or to the Deputy Principal.

## Useful Information – in Alphabetical Order *[continued]*

### Change of Personal Details

Please contact the Main School Office [324 3369] if these changes need to be made; or alternatively you can make changes via the KAMAR portal.

- Change of address
- Change of telephone numbers (work, cell, home or emergency numbers)
- Change of email address

### Cellphones

The use of cellphones is not permitted at school. If it is necessary to bring one, it should be left at the Main Office at the beginning of the day and collected after school. If a student is found with a cellphone during the school day, it will be confiscated. Confiscated cellphones must then be collected from the Main Office by a parent / guardian.

### Classroom Use

No one is allowed in a classroom or specialist room at interval or lunch time, unless it is designated as a wet weather lunch room. Workshops, Laboratories, Clothing, Art, Home Economics, Computer Rooms, Library and Gymnasium have their own rules. These are outlined by the teachers.

### College Bounds and Property

The following areas are out of bounds:

- any construction work
- laboratories or specialist's rooms unless a teacher is present
- the music block at lunch time except for music students
- the administration block unless you are on business
- the gymnasium
- "C" block
- cycle stands unless parking or removing your own cycle
- all car park areas
- fence-line boundaries and all gardens

### College Buses and Students Driving Motor Vehicles

To be eligible to travel by bus, a student must live more than 4.8 kms from the College. Students living some distance from a College bus stop may be entitled to a travelling allowance.

Enquiries about buses and students driving motor vehicles should be made to the Deputy Principal. Please note that the Board of Trustees has stringent policies with respect to all aspects of student transport.

### College Donation

- This is a voluntary fee to assist student activities: it is used to fund equipment or activities not provided by the Ministry of Education, such as library books, sports' gear and some capital equipment.
- The fee is \$100 for one student and \$150 for two or more in a family.
- Parents experiencing difficulty in paying fees are welcome to pay in instalments, by arrangement. Some subjects charge for material costs where there is a 'take home' component. Examples of this are: Art, Textiles, Photography, Graphics, Design & Technology and Information Technology.

## Useful Information – in Alphabetical Order *[continued]*

### **Computers, iPads, Tablets and other devices**

Follow the advice of your teachers on the use of computers and other devices. The College has strict guidelines that all students must respect under our Cyber-safety Policy.

### **Confiscation**

Staff can confiscate property they deem to be dangerous and make arrangements with Senior Management for its return.

Students must, on the instruction of staff, put away items that are non-regulation or are interfering with learning.

### **Emergency Evacuations**

In the event of an emergency evacuation, students must listen carefully for instructions and proceed in an orderly manner to the Assembly Area on the Tennis Courts.

In the case of earthquakes, shelter under desks or doorways and stay away from windows. Await further instructions.

**Please note that Fire Alarms, Fire Extinguishers and Fire Blankets must not be touched unless they are needed in an emergency.**

### **Gymnasium**

No one is to be in the Gymnasium unless a teacher is present. The Gymnasium changing rooms are out of bounds at all times, except when students are changing for Physical Education and sports' practices. Shoes worn in the Gymnasium must be non-marking.

### **Homework**

Homework is set by teachers to support the learning taking place in class. Students can be expected to do homework each night but will need to manage it to fit in with their other commitments.

Homework may include:

- reading
- preparation for new work
- research
- completion of class work
- revising work from class
- extended projects

The time spent on homework should reflect individual student's requirements based on the needs of each curriculum. This may vary according to the subjects chosen and the time of the year. Students at this level need to plan and manage their workload carefully in order to avoid a last minute rush with assignments due at the same time.

Parents can help by:

- Helping their children with effective time management
- Providing a quiet place, a chair and table, and a good light
- Monitoring the Student Diary

Staff will follow up preparation and planning tasks and offer students ideas on learning skills and revision.

## Useful Information – in Alphabetical Order *[continued]*

### Leaving During the Day

Students who need to leave during the day for an appointment should see Miss Thian, the Principal's Assistant, before school starts with a note from a parent to obtain a pass.

- A **Town Pass** will be issued for appointments with Doctor, Dentist, Optometrist, Hospital. However, whenever possible please make these appointments out of school time.
- A **Lunch Pass** will be issued to students who lunch at home daily. Special provisions for supervision at home apply.
- If other students need to leave school during the lunch-hour they must obtain a **Temporary Pass** from the Principal's Assistant. This will only be issued upon the receipt of a signed note from their parent or caregiver.

### Library

- The Library is available for reading, borrowing books and doing preparation and planning. It is open at interval and at lunchtime each day.
- You need your personal library card to borrow material and must not use another's card. No book is to be removed unless a librarian checks it out.

### Lockers

Lockers with padlocks are available. See Main Office for details of hire cost.

### Lunch Hour Procedure

All students must stay within the 'bounds' of the College Grounds (see College Bounds and Property) unless in possession of a lunch pass. Students must put lunch litter into a rubbish bin. Lunch at home – students who have a Lunch Pass to go home for lunch are asked to do so directly and not to loiter around Leeston.

### Movement to Classes

Students must move promptly to classes. In general students should enter and leave blocks by the door nearest their classroom unless the weather is cold or wet. Movement around the blocks is on the 'Keep to the Left' principle.

### Reports

Are ongoing and live on the Student Portal throughout the year.

### School Hours

- Morning School (Tues, Thurs, Fri 8.35 to 3.10pm) Monday Morning School 9.35 to 3.10pm
- Afternoon School 2.10 to 3.10
- Wednesday 8.35 start to 2.10 finish

### Sickness and Injuries

A sick or injured student must report to the College Office. We have a Sick Bay and staff members are trained in First Aid. Where emergency help is deemed necessary, we refer students to the local Medical Centre. Every effort is made to contact parents prior to such action being taken. Only when a parent has been contacted will the student be released from the College to go home unwell.



## **Useful Information – in Alphabetical Order *[continued]***

### **Sports, Recreation and Physical Education**

These are compulsory activities unless a Doctor's Certificate is produced. A note should be presented to your teacher of Physical Education or the teacher in charge of your Sport and Recreation option. All students must change and be correctly dressed for games and physical education.

### **Standards of Behaviour**

- It is expected that students at Ellesmere College will observe high standards of behaviour. The Ellesmere College Ethos, which has been co-designed by students, staff and parents is based on the values of Respect, Integrity, Success and Empathy.
- We encourage and develop self-respect and pride in appearance.
- Teachers expect high standards of respect.
- Bullying in any form, (physical, verbal or emotional), is not tolerated.
- Smoking, carrying nicotine in tablet or gum form, alcohol and drug-taking are strictly forbidden.
- Where a student involved in College-related activities off-site, brings the College into disrepute, the Board of Trustees reserves the right to apply College discipline.

### **Stationery**

- Students are issued with a stationery list
- Stationery can be purchased from College Office in the main reception area. It is open each morning before school and at interval on Tuesdays.

### **Students' Property**

- All property should be clearly named
- The College Office can secure valuables on a short-term basis. This applies especially to cash
- Students are discouraged from bringing to College objects not directly related to their studies
- Students are not permitted to carry cell phones

### **Student Appearance**

All students are expected to wear the correct Ellesmere College uniform and keep themselves and their clothing clean and tidy.

If a student does not have the correct uniform, they will need a uniform pass. This can be obtained from the Principal's P.A. or a Kaitiaki Leader and will be issued upon receipt of a signed request from a parent. This should be arranged at the beginning of the day.

### **Telephones**

A College telephone may be used by students in emergencies only.

### **Textbooks & Library Books**

- Textbooks and library books are issued free to students
- Students will be charged for lost or damaged books

# The Ellesmere College Uniform

## Girls' Uniform

### Summer

- Navy blue side pleated skirt, minimum skirt length 3cm above the knee
- Summer white blouse, open-necked, short-sleeved, fitted blouse embroidered 'Ellesmere College' worn outside the skirt
- Regulation Dark Navy V-necked jersey with Ellesmere College monogram.
- Plain white short socks. No trims
- Dark brown or black lace up polished leather shoes; or dark brown T-bar polished leather shoes with complete cover of the toes

### Winter

- **Years 9-12** Ancient Green Douglas tartan kilted skirt; the kilt to be below the knee but no longer than mid-calf length
- **Year 7 & 8** Navy Blue side pleated skirt as for summer
- Blue winter-weight blouse with peaked collar for Yr 7-10
- White winter-weight blouse with peaked collar for Yr 11-13
- Regulation Dark Navy V-necked jersey with Ellesmere College monogram
- Dark navy woollen tights or Opaques, or Knee Hi Opaques pulled up above the knee.
- Dark brown or black lace up polished leather shoes: or dark brown T-bar polished leather shoes with complete cover of toes
- Year 7-10 school maroon tie with College logo
- Year 11-13 Regulation College senior navy tie with College logo

## Boys' Uniform

### Summer

- Navy walk shorts, with navy, brown or black belt
- Blue short-sleeved shirt: The shirt can be worn outside the shorts if straight hemmed
- Regulation Dark Navy V-necked jersey with Ellesmere College monogram
- Regulation College socks grey with dark red and sky blue bands
- Black or brown polished leather lace-up shoes

### Winter

- Mid-grey short or long trousers, with black or brown belt
- College Ties must be worn with long trousers
- Blue long-sleeved shirt – worn tucked in with long trousers. The shirt can be worn outside the shorts if straight hemmed.
- Black formal dress trousers for senior students
- White long sleeved business shirt – worn tucked in, with Senior College tie
- Regulation Dark Navy V-necked jersey with Ellesmere College monogram.
- Regulation College socks: grey with dark red and sky blue bands
- For warmth an optional white or pale blue T-shirt under the regulation shirt
- Black or dark brown polished leather lace-up shoes
- Years 7-10 school maroon ties with College logo
- Years 11-13 College senior tie with College logo

## Year 13 Mufti Option

- **All Year 13 students will be required to wear formal dress uniform when involved in school trips; therefore, they must retain their winter uniform.**

## The Ellesmere College Uniform

### Physical Education and Sports' Uniforms

#### For Physical Education and sports.

- Navy College Shorts
- Navy College Polo
- Shoes worn in the Gymnasium must be non-marking
- Navy blue Track pants
- Ellesmere College Rugby Jersey

#### Sports' Uniforms

- Rugby Socks: Dark blue with a maroon top, available only from College
- When representing the College in any sport, the regulation clothing appropriate to that sport as stated in the College Sports' Uniform code must be worn by all students
- Students involved in competitions must wear the regulation P.E.School uniform of P.E. Polo shirt/Shorts or school sports provided top.
- Ellesmere College jacket or Rugby jersey to travel in. Students are allowed to wear Navy blue track pants for warmth. The Sports P.E. uniform/Rugby jersey/track pants and jacket can be purchased through the College.

### Unisex Uniform

#### Hair

Hair accessories in any mono colour of navy, cardinal red or pale blue, or to match hair.

Boys must be clean shaven.

In style, length, and colour of hair, students must maintain a standard of neatness and cleanliness appropriate and consistent with a high standard of presentation. It must be consistent with requirements of containment and security, to meet safety regulations for the participation of all activities within the school, and curriculum delivery. Extremes of style, length and colour and general fashion of presentation and appearance are not permitted.

#### Outerwear

Students wearing outer garments must choose from the following options:

- Bucket Sun Hat in Navy available at the College (Year 7-9 hats are compulsory)
- Navy blue Ellesmere College jacket
- The scarf is optional. The knitting pattern is available at the College Office.
- Navy blue gloves (optional)

No jewellery except a watch. Earring studs as approved by SLT on an individual basis, one per ear Year 7-12. No dangling earrings. Studs either silver or gold may only be worn one in each ear lobe. One necklace can be worn under the school shirt/blouse. No Facial piercings.

No cosmetics e.g. face or eye make-up; nail varnish etc.

**Ellesmere College Jerseys: Year 7 - 13 are now required from 2020 to be in the Dark Navy Regulation jersey when purchasing a new jersey.**

## The Ellesmere College Uniform Shop



Telephone: 0800 698 643

Fax: 0800 832 693

Dear Students, Parents and Families

RE: ELLESMERE COLLEGE UNIFORMS

NZ Uniforms are please to advise that we are now the Proud Suppliers of Ellesmere College's School Uniform.

For all your Uniform Requirements (except PE, which will be available from the school office) please either visit our store or order online. Online orders will dispatched the next day from the order being placed. Please find all our contact details below:

NZ Uniforms Retail  
455 Blenheim Road  
Sockburn  
Christchurch  
Ph: 03 595 5766

### Online

<http://Ellesmere.nzuniforms.com>

We are also able to offer the follow services:

### Uniform Club

The Uniform Club works by allowing you to add payments to a Uniform Club card, which can then be redeemed for goods at any NZ Uniforms retail outlet. The Uniform Club helps you save for your child's School Uniform throughout their school journey.

Join our Uniform Club and we'll encourage your savings for your child's School Uniform. By becoming a Uniform Club member you will receive a 10% discount off purchases made using your card on a great range of products like, Canterbury Clothing, Jansport Bags, Ascent Shoes. **(Excludes School Uniforms)**

Top up your card, weekly, fortnightly or monthly from your bank account using direct debit or Internet banking. Payments are also accepted at any of our stores. The minimum top up amount is \$5 and the maximum balance you can have is \$2000.

<https://www.nzuniforms.com/pages/uniform-club>

## Part pay

4 X Interest free payments

Buy as normal from the retailer's website and choose PartPay as your payment method at checkout

Log in or create an account, it only takes minutes to apply. You must be 18+ and have a NZ debit or credit card and NZ Driver Licence

Pay 25% today and your goods are shipped straight away. Then pay 25% for the next 3 fortnights via an automated charge on the card you loaded.

We look forward to assisting you with your uniform needs.

Kind Regards

***Lisa Corkindale***

***Account Manager***

## Uniform still available at Ellesmere College College Jackets /Sports and PE Uniform

Ellesmere College Jacket	\$85.00
Navy College Shorts	\$40.00
Navy College Polo	\$45.00
Track pants	\$70.00
Ellesmere College Rugby jersey	\$75.00
Sports Socks	\$14.00



## Electronic Devices at Ellesmere College

### Electronic Devices

The College expects students to engage in learning that will require interaction with technology. It is beneficial for students to have their own device to use so that they are familiar with its operating functions. There is more information on the College website regarding suitable devices.

### Computer-Related Storage Devices

These devices may include memory sticks and external hard drives.

- No student may bring a computer-related storage device to the College for use in College computers, without the express permission of the teacher of a specific curriculum area.
- Where permission is given, (e.g. for bringing home-based research information, draft assignments etc), such a device must be used only under the direct supervision of the teacher giving the permission.
- Any failure to comply with these instructions may result in a student(s) being banned from using computer facilities.

### Personally-Owned Digital Cameras, iPods, Mp3 Players and Similar Devices

- cannot be brought to the College without the express permission of the teacher in charge of the activity for an approved purpose e.g. use of a camera on a College camp.
- Where this instruction is contravened the items will be confiscated and held by the College until uplifted by a parent.
- Personally-owned digital devices which are brought to school are done so at the owner's risk and the School holds no liability should they be damaged or go missing.

**Ellesmere College Board of Trustees**

### Communications and Publicity

Ellesmere College communicates with the community in a variety of ways including the website [[www.ellesmere.school.nz](http://www.ellesmere.school.nz)], Facebook, school newsletters and local newspapers.

This includes publicising upcoming events and celebrating the success of our students in all its forms – academic, cultural and sporting. The College also communicates through articles in local newspapers.

This communication may include:

- Displaying student work
- Displaying photographs of students
- Displaying photographs of groups of students

For the College website, only the first name and year level of the student would be included. For example, a photograph may be labelled as Stephen, Year 11. For local newspapers the full name and year level might be used.

In line with the Privacy Act 1993, the school cannot publish such information without the consent of the student's caregiver. Any student work displayed remains the intellectual property of the student. You may change your choices at any time by contacting the School.

## EOTC BLANKET CONSENT

### Out of School Activities Blanket Consent

Blanket consent is to cover events which occur during the course of a school day and conclude prior to approximately 6.00pm.

Where an event involves risk exposure greater than what would typically be the case at school, such as adventurous activities or hazardous environments or the event continues overnight, specific consent will be required. At the time of our seeking any further consents you will also be asked to update the health and contact information held by school.

It is crucial that you provide us with up to date information, that is accurate and complete, to allow us to plan appropriately for EOTC events.

Please note that is very important that student details such as health information and emergency contacts are kept up to date with the school office during the year.

<b>Parental Consent means that I</b>
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- Understand that my child may be taking part in low risk EOTC events. I acknowledge the need for them to behave responsibly.
- Understand that there are risks associated with involvement in Ellesmere College's EOTC events and that these risks cannot be completely eliminated.
- Understand Ellesmere College will identify any foreseeable risks or hazards and implement correct management procedures to eliminate or minimise those risks.
- Understand that my child will be involved in the development of safety procedures. I will do my best to ensure that my child follows these procedures.
- Understand that in order to gain a better understanding of the risks involved I am able to ask any questions of Ellesmere College about the activities in which my child will be involved. I recognise that participation in such activities is voluntary and not mandatory. My child and I both understand that they may withdraw from the activity if they feel at risk. This must be done in consultation with the person in charge.
- Understand that Ellesmere College does not accept responsibility for loss or damage to personal property (either my child's property or damage to other's property caused by my child) and that it is my responsibility to check my own insurance policy.

## Acceptable Use Policy - Student Guidelines

The school has provided computers and allows access to electronic devices for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum. The College owned computers and devices are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with all electronic resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

**WHEN USING ELLESMERE COLLEGE ICT EQUIPMENT OR ACCOUNTS THERE SHOULD BE NO EXPECTATION OF PRIVACY. THE USE OF SUCH SYSTEMS IS REGULARLY MONITORED<sup>1</sup>. THE USE OF PERSONAL ELECTRONIC MEDIA IS TO SUPPORT TEACHING & LEARNING.**

### Equipment

- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers and personal devices for educational purposes.
- Always check files brought in on removable media (E.g. flash drives) with antivirus software and only use them if they are found to be clean of viruses.
- Always check mobile equipment with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.

### Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password, or leave computers and devices unattended when logged on.
- Other computer and mobile device users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and floppy disks will be treated like school lockers. IT Network Staff may review your files and communications to ensure that you are using the system responsibly.

### Internet

- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms are not permitted on school computers or mobile devices.
- Work created in a digital format is no more private than worked created in a traditional notebook; staff members have equal right of access to both



### Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street. The school email system will not be used for any form of harassment.
- Only open attachments to emails/texts if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email/text containing material of a violent, dangerous, racist, or inappropriate nature, always report such messages to a member of staff. The sending or receiving of an email/text containing content likely to be unsuitable for children or schools is strictly forbidden.
- Students will not arrange to meet someone outside school via email, the Internet or social networking sites.
- Students will refrain from sending on chain e-mails. They will not reveal their own, or other people's personal details, such as addresses or telephone numbers or pictures.

### Social Networking, Instant Messaging

- Students must not use social networking sites, chat rooms, forums or blogs to post inappropriate or derogatory comments about other students, members of staff or the school as these sites are accessible by members of the public. Any instances where this occurs as a result of comments posted while in or out of school may result in disciplinary action.
- The use of external moderated chat rooms, discussion forums and newsgroups with classes or groups of students must only be for educational purposes as directed by a teacher or member of staff.

### School Infrastructure

- Keep file and directory names meaningful. Organise your files and regularly perform housekeeping on your files and directories, delete unwanted files and check that the files are in the correct location.
- USB Memory Sticks may be used to transfer large files between home and school. Everyone has a personal 'drive'. Although under normal circumstances the Network Team will not access these, users must be aware that Ellesmere College reserves the right to review what is in these directories for security and legal reasons.
- MP3, MP4, WMA and other compressed media formats are not allowed to be stored on Ellesmere College owned ICT resources, unless they are required for educational purposes. Students may not store these file types on the school network unless they have been given permission by a member of staff.
- Password protected 'zip' files are not to be used; any found on the system will be deleted.

### Digital images

When taking part in school events many students take digital images. No student is to upload photos to the internet of others taken at school events, including school trips, without the permission of the teacher in charge of the event.

Digital images can include photos or videos.

### **Definition of Unsuitable and Inappropriate**

Unsuitable – DO NOT send, download, display, print or distribute material that is: -

- Sexually explicit or obscene
- Likely to cause complaints of sexual or racial harassment or bullying or another form of harassment
- Intimidating
- Fraudulent
- Defamatory
- Otherwise harmful

### **Inappropriate – Prohibited activities:**

The following uses of the Internet are specifically prohibited and will be dealt with as serious breaches of the school's Acceptable Use Policy.

- Accessing web pages by writing down the numerical IP address
- Accessing any webpage in order to download or play games, or to access 'Viruals' other than those deemed as having educational value
- Using MSN Messenger or any other form of network based instant messaging service
- Accessing chat room websites, instant message services, social networking sites or Skype
- No inappropriate files may be intentionally downloaded.
- Accessing any website that contains the functionality to facilitate the bypassing of the school proxy service.

Disciplinary action may result if anyone is found to be involved in such activities.