



# The Venerable Bede Church of England (Aided) Secondary School



Headteacher: Mrs Gill Booth Tunstall Bank, Sunderland SR2 0SX.  
Telephone: 0191 523 9745 Fax: 0191 523 9775 Email: venerable.bede@venerablebede.co.uk

Dear Parent/Carer

Students have access to our ICT facilities before school, at break, lunchtime, after school and outside of school via remote access. This includes access to the Internet, E-mail and Frog Virtual Learning Platform. We have filtering systems in place within school to prevent your child accessing sites that are deemed unsuitable for young people, which also logs all website access and an email filter in place to reduce spam, which also logs every email sent, but unfortunately no filters can block everything.

Occasionally a student may accidentally send/receive e-mail or access a website that is inappropriate. Should this occur we expect students to inform staff; this will enable the site to be blocked off. Should students ignore our procedures they will be dealt with through our discipline system.

The school operates Securus system which is a key logger software programme. This is in place to help prevent unauthorised use of the computers and to monitor all computer activity.

- Students are expected to use e-mail and the Internet as part of lessons, and should be for educational use only.
- E-mail messages on school business (eg. arranging a work placement) must be approved before sending.
- E-mails will not be sent or received within lessons unless specifically authorised.
- The content of all e-mails (incoming and outgoing) are subject to monitoring at any time and will be regarded as public.
- No e-mail with pornographic, racist, sexist, Chain Letters or otherwise offensive content is to be sent or received.
- If an e-mail is received from an unfamiliar sender it should be deleted immediately unless instructed otherwise.
- The internet is to be used for educational purposes only. No inappropriate websites will be accessed
- Remote access to the school's network via the Frog Virtual Learning Platform is monitored and must be used for educational purposes only.

Please could you discuss this with your son/daughter. Any student without signed permission will not be allowed to access their e-mail. Could you please indicate on the Pre-Admission document if you give permission by ticking the appropriate tick box.

Yours sincerely

**Mr A Common**  
**ICT/Data Manager**



committed to  
inclusive staff  
development

