

Dear Parents

## **RESPONSIBLE USE OF THE COMPUTER AND THE INTERNET**

As you may be aware, the school has been equipped with PC computers with access to the Internet and e-mail. Pupils depending on their stage will make different use of the Internet and e-mail. They may use the computers to search for information about a class study, e-mail organisations/companies for information, use specific sites about a topic etc.

Steps have been taken to minimise the risks of pupils accidentally accessing undesirable material. Our school Internet Service Provider operates a filtering system which restricts access to inappropriate materials. However no filtering system is 100% effective and therefore it is important that we have a set of suitable procedures and rules in place to protect pupils.

While the school is making efforts to ensure safeguards are in place to protect pupils, we feel that the pupils themselves have a part to play. For this reason we have drawn up a list of procedures and rules for Responsible Use of the Computer and the Internet which we ask pupils to agree to and abide by.

The reason for their introduction has been explained to pupils and a copy of the rules is on display in each teaching bay. Pupils who deliberately break the rules will have their personal access to the Internet severely restricted.

We would appreciate it if you took time to read the attached rules with your child/children and then sign and return the agreement form to the school.

If there are any aspects of Internet or email use you wish to discuss, either before you sign the form or at any time in the future, please feel free to contact the school.

Yours sincerely

Headteacher

<b>RESPONSIBLE USE OF THE COMPUTER AND THE INTERNET</b>	<b>PUPIL'S AGREEMENT</b>
Parent/Guardian's Permission I give permission for access to the internet	I agree to follow the Responsible Use of the Computer and the Internet rules
Signed:	Signed:
Print Name:	Print name:
Date:	Class:

## **RESPONSIBLE USE OF THE COMPUTER AND THE INTERNET**

**These rules will keep everyone safe and help us to be fair to others.**

*(Please note that not all these procedures & rules will apply to all stages in the school)*

### **GENERAL COMPUTER USE**

Pupils will only use the computer for school work or homework

When logging on independently pupils will only access their own files or those approved by the teacher

Pupils should not use the computer during breaks or after school unless an adult supervises them

Pupils will not bring floppy disks or CD ROMS into school unless they have permission from the Headteacher or Depute Headteacher (this is due to restrictions placed on the school by the network provider)

### **INTERNET**

Pupils must always have permission from a teacher before using the Internet

Pupils will never give their home address, home telephone number or home email address when using the Internet

In the main pupils will be restricted to specific sites approved by their teacher

Any pupils finding themselves uncomfortable or upset by anything they discover on the Internet will switch off the monitor and immediately inform the teacher

The school may monitor the Internet sites which pupils have visited

Pupils must *always* have permission from a teacher before using Search Engines

The Search Engine used by pupils will have been approved by the teacher e.g. Google, AskJeeves Kids etc.

### **E-MAIL**

Pupils will only e-mail people that their teacher has approved

All messages will be polite and sensible

Pupils will have access to a class e-mail address and for certain tasks older pupils will have their own e-mail address

Pupils will never give their home address, home telephone number or home email address when using e-mail

Pupils will never send photos of children with their e-mail

Any pupils finding themselves uncomfortable or upset by anything they discover when reading an e-mail will switch off the monitor and immediately inform the teacher

Pupils will inform their teacher immediately if any e-mail displays a virus warning

The school may check the e-mails that are sent or received.

