



E-mail and Internet Use Good Practice

Rules for ICT Use - Younger Students

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, which I will keep secret.
- I will not look at, change or delete other people's files.
- I will not bring storage media (e.g. USB devices, R/W CD-ROMs etc) to use in school without permission.
- I will only use the computers for schoolwork and homework.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems. This includes the monitoring of websites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



E-mail and Internet Use Good Practice

Rules for ICT Use - Older Students

The school computer system provides Internet access to students for learning. This E-mail and Internet Use Good Practice statement will help protect students and the school by clearly stating what is acceptable and what is not.

- School computer and Internet use must be appropriate to your education.
- Access must only be made via your authorised account and password, which must not be given to any other person.
- Storage media must not be brought into school unless permission has been given.
- Copyright and intellectual property rights must be respected.
- You must respect the work of others which might be stored in common areas on the system. Conversely, you should always try and store your files and data in your own secure area or on removable media. Files and data stored in common areas of the system must be transferred at the earliest opportunity to your own area. Such files should be regularly removed from the system when no longer needed.
- You are responsible for e-mail you send and for contacts made. E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property. Anonymous messages and chain letters must not be sent.
- You should report any unpleasant material or messages received. The report will be confidential and will help protect others.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private business purposes, unless the headteacher has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whoever they belong to.
- Irresponsible use may result in the loss of Internet access.

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Consent Form for Students

Responsible E-mail and Internet Use Please complete, sign and return to the school secretary	
Pupil:	Class:
Pupil's Agreement I have read and understand the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Signed:	Date:
Parent / Carer's Consent for Internet Access I have read and understood the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document and give permission for my son / daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.	
Signed:	Date:
Please print name:	
Parent/Carer's Consent for Web Publication of Work and Photographs I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.	
Signed:	Date:



Dear Parent/Guardian

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Silverdale Primary Academy is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached 'E-mail and Internet Use Good Practice - Rules for ICT Use' document, and sign and return the consent form so that your child may use internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet use (or to see a lesson in operation) please contact me to arrange an appointment.

Yours sincerely

Mrs L Nejrup
Headteacher