Dear Parents and Carers

Responsible Use of the Internet

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school.   We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Sarah Brand.

Yours sincerely

Mrs Claire Foad
Head Teacher
(e-Safety Co-ordinator)

OUR INTERNET RULES

We developed the following rules to ensure the privacy and safety of pupils when using the Internet. Please understand them.

- Children are only referred to by first names on our webpages.
- Children and staff will never reveal their personal details, and home addresses & telephone numbers on the web or in dialogue with other Internet users.
- Children do not have individual email addresses.
- All email to classes will be moderated by the class teacher.
- Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
- The search engines used by children at Shepherds all offer a filtered list of links.
- Children are only allowed to use the provided links by themselves. The free use of Search Engines, is not permitted, unless in the presence of a teacher or other adult in school.
- Children must not use the school's facilities to actively seek out inappropriate material.
- Any child finding themselves uncomfortable or upset by anything they discover on the Internet will report it to a teacher immediately who will in turn report this incident to the e-Safety Co-ordinator, Mrs Foad.

- Downloading of files is restricted to staff, or children under supervision.
- Children have no access to Newsgroups.
- All Internet access at Shepherd Primary School is filtered through a proxy server to screen undesirable sites at source.

A note to parents:
The school recognises under certain circumstances, the Internet can give children access to undesirable information and images. We have done all that is possible to ensure children are protected from such information through the use of security software, limiting of features and the construction of an Intranet and Website that provide as safe an environment as possible. The children are taught to use the facility sensibly and with proper consideration for others.

It is recommended that parents using the Internet at home with children develop a similar set of rules and invest in appropriate security software.

Pupil Guidelines for Internet Use

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and local drives will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or drives would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

These rules also apply to the use of the school Blog in and outside of school.

Please read and discuss the following Pupil Acceptable Use Agreement with your child and return the signed permission form to the school office.

Primary Pupil Acceptable Use
Agreement / Smile and Stay Safe e-Safety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.   If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-Safety.
- ✓ I will support the schools approach to online safety and not deliberately upload or add any images, video, sound or text that could upset any member of the school community.

Sanctions:

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

Internet Parent Permission Form

Please complete and return this form to school office.

Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Name   _____

Pupil Signature   _____ Date: ___/___/___

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature   _____ Date ___/___/___

Name of Pupil   _____

Class   _____