

# **Collaton St Mary C of E Aided Primary School**

## **Responsible Internet Use**

**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 Web site, 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 or delete other people's files.**
- I will not bring floppy disks into school without permission.**
- 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.**
- 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, including the monitoring of web-sites, 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.

# Collaton St Mary C of E (Aided) Primary School

Headteacher Philip Mantell

1<sup>st</sup> March 2006

Dear Parents

## Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Collaton St Mary Primary School 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 Rules for Responsible Internet Use, and sign and return the consent form so that your child may use Internet at school. Please return the form to the school office **by 6<sup>th</sup> March, 2006.**

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 telephone me to arrange an appointment.

Yours sincerely

PHILIP MANTELL  
Headteacher

## Consent Form

Gaining pupils' and parents' agreement to the Rules for Responsible Internet Use is important but requires sound organisation. Some schools do this once each year, at the same time as checking the home and emergency contact details. The Rules for Responsible Internet Use should be included with the letter to parents to avoid any misunderstanding.

For pupils above the age of 16 and not living at home or for pupils 18 or older, the school should be able to rely on the consent of the pupil alone. Otherwise parent's consent must be obtained. It is also wise to obtain parent's permission to publish pupil's work and to publish pupil's photographs, subject to strict safeguards, on the school Web site.

### **Collaton St Mary C of E Primary School** **Responsible Internet Use**

Please complete, sign and return to the school secretary

***Pupil:***

***Form:***

#### **Pupil's Agreement**

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

#### **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible Internet use 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'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 Web site. 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:***

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Last term, letters were sent out regarding this, enclosing a form to be completed and returned to the school office. From our records, it appears we have not received this. Please would you read the attached Rules for Responsible Internet Use, and sign and return the consent form so that your child may use Internet at school.

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