November 2015

Dear Parents/Carers

Re: Use of Internet and E-mail in school

As part of the school's information and communication technology (ICT) programme, we offer supervised access to the Internet and e-mail. Before the school allows pupils to use these facilities, parental permission must be obtained. Parents must sign and return the internet use permission form below, as evidence of their acceptance of the school's internet rules, which are attached.

Various projects have proven the educational benefits of Internet and e-mail access, which enable pupils to explore a wide range of information sources, and communication and collaborate with other learners throughout the world. Although there are concerns about children having access to inappropriate material via the Internet, the school takes a number of measures to minimise these risks. A filtering system is in operation which restricts access to inappropriate materials, and this is supplemented by an Internet safety programme for pupils which teaches the safe and appropriate behaviours to adopt when using the Internet, e-mail and other technologies.

Although Internet use is supervised and filtered within school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. As with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide pupils towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources as television, telephones, film and radio.

If you decide to support your child's application for access to the Internet, please read the enclosed Internet Rules, complete and sign the permission form below and return to the school office.

Yours sincerely,

Donna Milford
Headteacher

References for Parents

Get Safe Online Guidelines on using the internet safely.	**http://www.getsafeonline.org/**
Childnet International Guidelines on using the internet safely.	**http://www.childnet.com/**
UK Safer Internet Centre Advice and Resources	**http://www.saferinternet.org.uk/advice-and-resources/**
Thinkuknow CEOP's (Child Exploitation and Online Protection) Website	**http://www.thinkuknow.co.uk/**
Connectsafely Guidelines on using the internet safely.	**http://www.connectsafely.org/**
BBC Webwise Guidelines on using the internet safely.	**http://www.bbc.co.uk/webwise/0/**
Kidsmart Guidelines on using the internet safely.	**http://www.kidsmart.org.uk/parents/**
Digizen Guidelines on using the internet safely.	**http://www.digizen.org/**

OUR INTERNET RULES

- Children will only be referred to by first names on our webpages and images will not be labelled with their names.
- Children and staff will never reveal their personal details, home addresses or telephone numbers on the web or in dialogue with other Internet users.
- Children will not have individual e-mail addresses. All e-mails to the class address will be monitored 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 free use of Search Engines in not permitted, unless in the presence of a teacher or other adult in school. Children will ask permission from a member of staff before using the Internet.
- Children finding themselves uncomfortable or upset by anything they discover on the Internet should report it to a teacher/member of staff immediately.
- Downloading of files is restricted to staff or children under supervision.
- All internet access is filtered through a proxy server to screen undesirable sites at source.

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- **DO** use provided links for searches on the Internet
- **DO NOT** use search Engines unless a teacher is present and you are given permission to do so
- **DO NOT** give your name, home address or telephone number to anyone on the Internet unless you have your teachers permission.
- **DO NOT** have a conversation with anyone on the Internet without permission
- **IF** you are upset by anything you discover on the Internet you should tell a teacher/member of staff immediately
- **ALL** e-mails will be checked by your class teacher. You will have a class e-mail address, not an individual one.

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USE OF INTERNET CONSENT FORM

Parent/Guardian's Permission

I do / do not give permission for my child(ren) _____

(name in print) to have access to the Internet in the terms set out above.

Signed: _____

Print Name: _____

Date: _____

Pupil's Agreement

I do / do not agree to follow the Rules for Responsible Internet use.

Signed (Child 1): _____

Print Name: _____

Date: _____

Signed (Child 2): _____

Print Name: _____

Date: _____

Signed (Child 3): _____

Print Name: _____

Date: _____