



Date: September 2011

Dear Parents/Carers,

Responsible Use of the Internet

As part of pupil's curriculum enhancement and the development of ICT skills, Outwoods Primary School provides supervised access to the Internet.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable websites as part of their programme of learning.

Although there have been concerns about pupils having access to undesirable materials, we take positive steps to deal with that possibility. Our Internet access operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and, as stated above, access will be supervised.

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

I enclose a copy of the Rules for Responsible Internet Use that we are operating.

Yours sincerely,

Child's Name _____ Class _____

I give / do not give my permission for the above to child to access and use the internet to enhance and further their learning. (*delete as appropriate)*

Signed _____
(parent / guardian)

Please detach and return to your class teacher as soon as possible



Acceptable Internet Use Statement

For staff, support assistants and parent helpers

The computer system, including laptops used by staff, is owned by the school. It may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- All Internet activity should be appropriate to staff professional activity or the student's education;
- The use of school equipment at home should be limited to professional activity;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of school equipment or the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Full name: _____

Post: _____

Signed: _____

Date: _____



Rules for Responsible Computer Use

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system through the proper log-in and will keep any passwords secret;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring CDs or other storage devices from outside school unless I have been given permission by my teacher;
- I will ask permission from a member of staff before using the Internet;
- I will only E-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone.
- I will report any unpleasant material or messages sent to me to my teacher. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.