Birdsedge
First School

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Head Teacher: Mr J M Simmons

3rd September 2018

Dear Parents,

Acceptable Use Policy of the Internet and email – for Pupils

As part of children's curriculum enhancement and the development of ICT skills, we provide supervised access to the internet and email.

Children are able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable web sites as part of their programme of learning.

Although there have been concerns about students having access to undesirable materials, we take positive steps to deal with that possibility. We have purchased our Internet and email access from an educational supplier that operates a filtering system, which restricts access to inappropriate materials and is continually updating its database of known offensive sites. All our screens are in public view and, as stated above, access is supervised.

Should you wish to discuss any aspect of Internet and email use (or see our E-safety Policy) please telephone me to arrange an appointment.

You are asked to go through the elements of the Acceptable Use Policy for Pupils on the reverse of this letter, in so far as their age and understanding will permit. Throughout their school life, this agreement will be updated annually, to remind children of the importance of complying with school policy to ensure we can keep them safe. Please sign and return this letter to indicate your agreement to your child using the Internet and E-mail in school, and your agreement on their behalf to comply with the Acceptable Use Policy for Pupils.

Yours sincerely,

Mr J M Simmons
Headteacher

Birdsedge First School

Acceptable Use of the Internet and Email Policy – Pupils

The school has installed computers with Internet and email access to help with the children's learning. These rules will keep them safe and encourage them be fair to others.

- My child will not change or create any passwords or login procedures on the computers

- My child will not interfere with or knowingly change any settings in the computer

- My child will not install or delete any software on the school's computers

- My child will not bring in any data storage device from outside school unless they have been given permission by a teacher

- My child will not access or change other people's work files

- My child will only use the computers for school work and homework

- My child will ask permission from a member of staff before using the Internet and email

- My child will only e-mail people my teacher has approved

- The messages my child sends will be polite and responsible

- My child will never give their home address, telephone number or photograph or arrange to meet someone they have contacted on the Internet or by e-mail

- My child will report to an adult any unpleasant material or messages sent to them

- My child understands that the school may check their computer files and may look at the Internet sites they visit

- My child understands that if they do not follow these rules they will not be allowed to use the Internet and email or any of the school's computers

- My child will not use social media outside of school to discuss any aspect of school life or the people who come here, including other pupils, staff members and visitors.

I confirm that I have talked to my child about their Responsible Use of the Internet and Emails at school in accordance with the list above, in so far as their age and understanding permits. I understand that this document will be reviewed annually.

Pupil name...

Parent's Name…………………………………..

Parent's Signature...

Date………………………………………………