

Dear Parents

Responsible Use of the Internet

Further to our recent parent information presentation, 'Child Protection and the Internet', we would like to ask you to update our 'Use of the Internet Home-School Agreements' for parents and pupils.

As part of your child's curriculum and the development of ICT skills, Widford Lodge Preparatory School provides supervised and filtered access to the Internet. We believe that the effective 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.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce 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 please contact the School Office to arrange an appointment.

I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school.

If you would like to have a look at our full 'Policy for Internet Access', I will be more than willing to make a copy available at the school office.

Thank you for your co-operation

Yours faithfully,

Head of ICT

Widford Lodge
PREPARATORY SCHOOL



Use of the internet: Home-School Agreement (Parents' Copy)

- ❑ All pupils are expected to read and agree the Internet Agreement and to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- ❑ Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher
- ❑ Pupils are expected not to use any inappropriate language in their e-mail communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending or the passing on of chain letters
- ❑ Pupils must ask permission before accessing the Internet
- ❑ Pupils should not access other people's files unless permission has been given.
- ❑ Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- ❑ No program files may be downloaded to the computer from the Internet.
- ❑ No programs on disc or CD Rom should be brought in from home for use in school.
- ❑ Homework completed at home may be brought in on a memory stick but this will have to be virus scanned by the class teacher before use.
- ❑ Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters)
- ❑ No personal information such as phone numbers and addresses or any part thereof should be given out and no arrangements to meet someone made unless this is part of an approved school project
- ❑ Pupils choosing not to comply with these will be denied access to Internet resources.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorized 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 unauthorized or unlawful text, imagery or sound.



Responsible Internet Use (Pupil Copy)

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password.
- I will only look at or delete my own files.
- I understand that I must not bring software or 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.
- I understand that I must never 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.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorized 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 unauthorized or unlawful text, imagery or sound.

Widford Lodge
PREPARATORY SCHOOL



Responsible Internet Use Consent Form

Please complete, sign and return to the school secretary

Pupil's Agreement

Pupil:

Form:

I have read and I 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:

Parents' 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: