Responsible Internet Use
Rules for Staff, Visitors and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Irresponsible use may result in the loss of Internet access and could lead to disciplinary proceedings for staff .

Network access must be made via the user's authorised account and password, which must not be given to any other person.

School computer and Internet use must be appropriate to the student's education or to staff professional activity.

Copyright and intellectual property rights must be respected.

E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

Users are responsible for e-mail they send and for contacts made.

Anonymous messages and chain letters are not permitted.

The use of unauthorised chat rooms is not allowed.

The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.

Use for personal financial gain, gambling, political purposes or advertising is not permitted.

ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

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

GUIDANCE FOR PUPILS ON CYBER-BULLYING

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/carer or adult at school.

☐ Do not answer abusive messages but log and report them

☐ Do not delete anything until it has been shown to an adult (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)

☐ Do not give out personal IT details

☐ Never reply to abusive e-mails

☐ Never reply to someone you do not know

☐ Stay in public areas in chat rooms

Pensilva School
Rules for Responsible Computer Use

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

- I will not log in as another person or access other people's files.

- I will not bring in USBs or CD ROMs from outside school unless I have been given permission.

- I will not use the printer without permission.

- I will use the Internet only when a teacher is present.

- 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.

- I understand that the school may check my computer files and may monitor the Internet sites I visit.

▪ I will not enter chat rooms.

November 2017

Dear Parents,

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Pensilva Primary School is providing supervised 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 the Internet at school.

If you wish to see a copy of the school's 'E-Safety and Acceptable Use Policy' please contact the school office or you can read it on the school's website.

Although there are concerns about students potentially having access to undesirable materials, we have taken positive steps to reduce this risk in school. Pensilva Primary school operates a filtering system, through Launceston College and our Support Team at ICT4, that restricts access to inappropriate materials or any sites that may prove inappropriate.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, and pupils will not be left unsupervised, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Please support us by ensuring that internet usage at home is supervised and reinforce the rules of appropriate and safe use.

Yours sincerely

Teresa Clinick
Headteacher

Consent Form

Pensilva Primary School **Responsible Internet Use**	
Please complete, sign and return to the office	
Student name:	
Student's Agreement I have read and I understand the school Rules for Responsible Computer Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Signed:	
Parent's Consent for Internet Access I have read and understood the school rules for responsible Internet use and give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I will monitor my sons/daughters internet usage at home.	
Signed:	*Date:*

Please print name: