

e-Safety Rules

These e-Safety Rules help to protect students and staff by describing acceptable and unacceptable use of school computers and networks.

- The school owns a computer network and sets rules for its use and for this use of its computers.
- School computers and the network must only be used for purposes permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network and Internet access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages, inappropriate language/images and chain letters are not permitted.
- Only age-appropriate messaging services may be used.
- Users must take care not to reveal personal information through email, personal publishing, blogs, messaging or disposable video messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes are not permitted.
- Users understand that once something is on the Internet, it is on the Internet forever.
- Users will take every precaution and act as a responsible community member when using the Internet. Should users discover unacceptable

content or use, these should be reported to **the class teacher who will advise the** e-Safety Leader **and/or** the Child Exploitation and Online Protection agency via www.ceop.police.uk

e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil name:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

Signed:

Date:

Please print name:

Please complete, sign and return to the school.