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| Thames View Junior School  Rules for Responsible Internet Use - Pupils |

**The school has installed computers with Internet access to help our**

**learning.  These rules will help keep us safe and help us be fair to others.**

Using the computers:

* I will not access other people’s files;
* I will not bring in memory sticks or CD ROMS from outside school and try to use them on the school computers without prior permission.

Using the Internet:

* I will ask permission from a teacher before using the internet;
* I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
* I understand that the school may check my computer files and may monitor the Internet sites I visit;
* I will not complete and send forms without permission from my teacher;
* I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

* I will ask permission from a teacher before checking the e-mail;
* I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
* I understand that e-mail messages I receive or send may be read by others;
* The messages I send will be polite and responsible;
* I will only e-mail people my teacher has approved;
* I will only send e-mail when it has been checked by a teacher;
* I will not give my full name, my home address or telephone number;
* I will not use school e-mail facilities to arrange to meet someone outside school hours





Thames View Junior School

Acceptable Internet Use Statement – Staff

The computer network and laptops are owned by the school, and 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.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

* + All internet activity should be appropriate to staff professional activity or the children’s education.
  + Access should only be made via the authorised account and password, which should not be made available to any other person.
  + 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-mails can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
  + Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
  + Comments made on social networking sites should not portray the school in a negative way or bring the school into disrepute.
  + Staff should not accept friendship requests from children in school.

**School Laptops**

* Staff need to be aware that laptops are insured if they are accidentally or maliciously stolen be means of forced entry or assault.
* If a laptop has been stolen the police need to be notified and a crime reference obtained.
* Staff need to be vigilant about where they store their laptop in school – it must not be left out on show at the end of the school day etc.
* Laptops will not be covered whilst in transit or left unattended in a vehicle.
* Laptops must only be connected to the internet at home through a firewall.

I agree to follow the guidelines for computer and Internet use as outlined above in the school’s Internet Policy.

Name:          Signed:                                Date:

Authorised by:                Signed:                                Date:



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Dear Parents

**Responsible Use of the Internet**

As part of pupils' curriculum enhancement and the development of ICT skills, Thames View Junior School is providing supervised access to the Internet including e-mail.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school.  Our school Internet access provider operates a filtering system that restricts access to inappropriate materials, and your child will be using the Internet under supervision.

Your child's activity on the Internet will be monitored and reported to the Headteacher on a regular basis.

Whilst every endeavour is made to ensure that suitable restrictions are in place and working effectively to prevent children gaining access to inappropriate materials, neither the school nor the Council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or the parents, which may arise directly or indirectly from the pupil’s use of the Internet facilities, the use of e-mail, or from other pupils unauthorised use of those facilities or e-mail.

I enclose a copy of the Rules for Responsible Internet Use that we operate at school, and ask you to read through them with your child.  We would ask you to complete the Permission for Internet Access slip provided and return it to school.

appointment.

Yours sincerely

Sara Rider

Acting Headteacher





**Thames View Junior School**

***Please return this sheet to school by Friday 18th September 2015***

I have read the rules for Responsible Internet Use with my

child……………………………………………………………..

**Permission for Internet Access**

Parent/carer’s permission

I give permission for access to the Internet on the terms set out in the above letter. I consent to the monitoring and auditing of my child’s mail and Internet Access.

Signed:…………………………………………….

Print name:………………………………………..

Date:……………………………………………….

Pupil's agreement

I agree to follow the Rules for Responsible Internet Use. I agree to the monitoring and auditing of my mail and Internet Access

Signed:…………………………………………….

Print name:………………………………………..

Class:  …………………………………………………

