



St Luke's
C of E Primary School

Acceptable Use Policy for Pupils

As part of the ICT curriculum, your child will, throughout their time at St Luke's, be taught how to use the Internet to search for information and also how to send and receive email. You will be aware of the great increase in Internet use over the past few years and St Luke's School believes that it is essential to teach the skills needed to access the Internet both to equip them for life outside school and to give access to the rich resources now available.

We have taken a number of steps to ensure that access to the Internet is safe for your child. The children will access the Internet through a thorough filtering system especially designed for Primary Schools that restricts access to inappropriate materials. (This may not be the case at home and you may wish to install similar filtering systems of your home computer). As a further level of security, children will only have access to the Internet as part of a planned lesson or club and when an adult is supervising.

There are rules that the children must follow and children can only use the Internet with their parent's permission. On the reverse of this letter you will find a copy of the rules, which you may want to read through with your child. These will be addressed within school as part of our Internet Safety training for all children.

Please note that the School will not be liable for any damages arising from your child's use of the Internet.

School Website

The School Website will be used to inspire children to publish work to a high standard for a very wide audience. The site will celebrate children's work, promote the school and publish resources.

Great care has been taken to ensure the site reflects our school's ethos and that information is accurate and well presented. Occasionally group photos will be used to illustrate an article such as school teams or class groups. No individual photos of children will ever be published and no full names or other personally identifiable information will be used in any context.

We do however need your permission to publish your child's work or photograph.

We ask that you complete the slip attached and return it to school.

If you have any questions or concerns, please do not hesitate to contact the school.

I give permission for my child to use the Internet and email in school. I understand that they will only use it under supervision. I have made sure that they understand and agree to the pupil guidelines.

I give permission for my child's work to be featured on the school website.

Child's name.....

Signed.....

Date.....

(St Luke's Acceptable Use for Pupils Policy)



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Pupil guidelines for Internet use:

Pupils are responsible for good behaviour on the Internet, just as they are in a classroom or school corridor. General School rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. The access is a privilege, not a right and access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network.

During school time, teachers will guide pupils towards appropriate material.

Outside school, parents and carers must bear this responsibility, in the same way as they have responsibility for children accessing other information sources such as televisions, telephones, videos and other media.

We need to make sure that you:

- Are only using the Internet for schoolwork
- Have an adult with you when you are using the Internet
- Are following the teacher's instructions when using the Internet
- Have permission from your parent/guardian
- Ask "Is it true?" Not all the information on the Internet or in emails is true
- Keep your password private
- Are careful about what you send. Do not write or send anything that could upset and offend others.
- Do not put yourself in danger. Do not give personal information about yourself in an email or on a website
- Do not put others in danger. Do not give personal information about other people in an email or on a website
- Let your teacher know if you receive anything you do not feel comfortable with. Do not respond to it yourself
- Do not arrange to meet anyone as a result of an email correspondence unless you have discussed it with your parents first and they go with you
- Do not download anything you think others may be upset by
- Always respect other people's privacy. Do not go into other people's files without asking them first
- Report anyone that chooses to break these rules to the teacher

If you choose to break these rules, the following may happen:

- You could put yourself and others in danger
- You could give yourself and the school a bad name
- You may be banned from using the Internet for a time
- You may not be allowed to use email
- A letter could be sent home telling your parents what has happened