

# *St. Mary's Catholic Primary School*

## *Code of Conduct and Rules*

### *For the use of The Internet and Digital Technology in School.*

*We use the school computers, cameras and the Internet to help us learn. These rules will help us to keep everyone safe and help us to respect each other.*

- ❖ I will not log on to any computer without the permission of a member of staff or when there is not a member of staff in the room.*
- ❖ I will only use my own User ID and password to log on, unless I have a teacher's permission to use another for a specific task.*
- ❖ I will not look at, change, damage or delete other people's files.*
- ❖ I will use the computers for school work and homework.*
- ❖ I will only use Internet sites permitted by the teachers or learning support assistants.*
- ❖ I will use the Internet for specific learning tasks and will not search for unacceptable material.*
- ❖ I will not use work from the Internet as if it was my own; I will give credit to the sources of materials included in my work, by writing them in a bibliography, for example.*
- ❖ I will only use e-mail at school when I have permission to do so. I will only send messages that the teacher has approved.*
- ❖ All of the messages I send will be polite, sensible and responsible.*
- ❖ I will never give out my personal details, or those of others, on any Internet site including e-mail sites - such as full name, age, address or phone number.*
- ❖ I will not use Internet chat and will never arrange to meet someone that I have met on the Internet.*
- ❖ If I see anything that I am unhappy with, or receive messages that I do not like, I will tell a teacher, or suitable adult, immediately.*
- ❖ I will not use a mobile phone in school - if I do need to bring a phone to school I will follow the Mobile phone policy rules.*
- ❖ I will not take a photograph or video without the permission of teachers, learning support assistants and / or the people who I would like to be in the picture.*
- ❖ I know that the school may check my computer files and may monitor the Internet sites I visit.*
- ❖ I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.*

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances 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 text or imagery which is unauthorised or unlawful.

## **Alternative Internet Use Letter**

Dear Parents

### **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, St. Mary's Catholic Primary School is providing supervised access to the Internet. We believe that the 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 Code of Conduct and Rules for Responsible Internet Use, and sign and return the consent form so that your child may use Internet at school.

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 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.

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 telephone me to arrange an appointment.

Yours sincerely

Mrs. S. M. Nield  
Executive Headteacher

## Use of the Internet Consent Form

# St. Mary's Catholic Primary School

## Responsible Internet Use

Please complete, sign and return to the school secretary

***Pupil:***

***Class:***

### **Pupil's Agreement**

I have read and understand the school Code of Conduct and 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:***

### **Parent's Consent for Internet Access**

I have read and understood the school Code of Conduct and 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:***

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

***Signed:***

***Date:***



Dear Parent/Guardian,

### **Use of the Internet/e-mail with classroom computers**

As part of our school curriculum at St. Mary's Catholic Primary School, your child will, at appropriate times, be given access to the Internet as an information source, communications tool and a publishing medium.

The Internet is a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

When using the Internet and e-mail certain conditions will apply. The purpose of these conditions is to prevent access to what might be considered offensive material or comment. Whilst it is impossible to ensure that a child will not access such material, the school, in liaison with Devon Local Authority, takes all reasonable steps to minimise the children's access to unsuitable material. These include:

- Use of an Internet provider that filters this type of site and enables the children to carry out searches and explore lines of enquiry more easily.
- Wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult
- Tracking mechanisms on our fileserver system that enable the school to identify which Internet sites have been visited and to monitor Internet access
- Education of children, particularly the older children, as to the potential legal consequences of accessing certain types of material.

However, the school cannot guarantee that all such material will be blocked and for these reasons we require that you sign an Internet/e-mail user agreement which can be found attached to this letter. All users of school computer equipment are expected to use the Internet **ONLY** for specific activities in school as directed by the class teachers and they are expected to follow our 'Code of Conduct and Rules for Internet Use', a copy of which is attached herewith. Users not abiding by this may have their right to use the systems withdrawn, and for some offences outside authorities may have to be informed. The children are expected to use the Internet in a responsible manner and take responsibility for their actions in relation to its use. We would, therefore, ask that you be kind enough to go through the 'Code of Conduct' with your child – the amount of detail you discuss will naturally match the age and ability of each child. Each class teacher will also be discussing the Code of Conduct during lesson time. The Code will be displayed in the computer suite area and next to each class computer.

We would like to display as much information about the school as possible on our school website, which may include photographs of class groups. We shall, of course, ensure that these photographs are taken in such a way that individual children cannot be easily distinguished and **no children will be named on photographs**. Pictures may be taken of the children working at their desks or computers, or playing games in the playground or on the field. We would also like to put some of the children's work on our website in the future. We would, therefore, ask that you be kind enough to indicate on the attached form your willingness for any reference to your child to be placed anywhere on the Internet.

I should like to thank you in advance for your co-operation in this matter.

Yours sincerely,

*Angela Herrera*

Mrs. A Herrera  
Headteacher