

***The following documentation has been created as a template. The E-Safety rules have been designed to be a simple overview for parents and pupils. It is advised that a copy of these guidelines be displayed in any rooms within the school containing ICT equipment.***

***To ensure clarity the e-Safety Rules appropriate to the age of the pupil should be included with the letter to parents. It is also important that parents have the opportunity to access the school's e-Safety Policy.***

## Internet Permission example Letter to Parents / Carers

Dear Parent,

As part of the National Curriculum and the school's ICT programme we provide pupils with supervised access to the Internet. Before being allowed to use the Internet (and /or Intranet) all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules that are detailed below and outlined in the school's e-Safety Policy.

Access to the Internet and /or Intranet enables pupils to access a wealth of information and resources. It also provides a means for the school and pupils to publish information and examples of pupils' work and activities to a wider audience. However families need to be mindful that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Access to the internet in all Caerphilly schools is filtered to prevent access to this type of material, however due to the dynamic nature of the internet filtering can never be 100% effective.

Whilst school use of the Internet is curriculum based, pupils may find ways to access other materials as well. We believe that the benefit to pupils from access to the Internet to support the curriculum exceeds any disadvantages. Ultimately, parents and carers are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school access teachers or a suitable adult will guide pupils toward appropriate materials and ensure that all access is supervised, filtered and conforms to guidelines outlined in the school's e-Safety Policy. Outside of school families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media.

We would be grateful if you would read the enclosed guidance documents (Core e-safety policy, Computer rules etc.) and then complete the attached permission form and return it to school as soon as possible.

Yours sincerely

Headteacher

## Keystage 1

# Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



## Keystage 2

# Think then Click

## e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.
- We tell an adult if we see something that makes us feel uncomfortable on the internet

# Secondary School

# e-Safety Rules

These e-Safety Rules help to protect students and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network 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 and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or 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 is not permitted.

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 may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**The above can be edited for display in all areas where computers can be accessed.**

# Our School 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:*

*Form:*

## **Pupil's Agreement**

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, 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.

I understand that the school cannot be held responsible for the 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:*

Please complete, sign and return to the school office