

30 August 2013

Dear Parent / Guardian

Re: Internet Access For Students

As part of the school's ICT programme, we offer students supervised access to the Internet and the school's network of computers. Before the school allows students to use these facilities, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Various projects have proven the educational benefits of Internet access which will enable students to explore thousands of libraries, databases and discussion groups. They will also be able to exchange messages with subject experts, other learners and teachers throughout the world. Although Internet use is supervised in our school, families will wish to be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school, therefore, supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

I enclose a copy of the *Rules for Responsible ICT Use* that we operate at this school. Should you wish to discuss any aspect of Internet use or you would like a copy of the school's ICT Acceptable Use policy, please telephone the school.

If you decide to support your child's application for access to the Internet, please complete the enclosed form and return it to Mr. Ross, ICT Coordinator, at the beginning of term.

Yours sincerely

**T D ROBINSON
HEADMASTER**

**Enc: Rules for Responsible Internet Use
Internet Permission Form**

RULES FOR RESPONSIBLE ICT USE

Students will only access the system using their own login and password, which they will keep secret.

Students will not access other people's files.

Students will only use the computers for schoolwork and homework.

Students will not use USB devices, CDs or any other storage media in the school's computers unless permission is given.

Students will ask permission from a member of staff before using the Internet or any school computer.

Students will only e-mail or communicate electronically with people they know, or whom the teacher has approved.

All messages students send will be polite and responsible.

Students will not give personal details, home addresses or telephone numbers, or arrange to meet anyone, unless a parent or teacher has given permission.

Students will report any unpleasant material or messages sent to them. These reports will be confidential and will help protect others.

The school maintains the right to check computer files and may monitor the Internet sites visited and emails sent and received.

Students must obtain the permission of your parent(s)/guardian(s) before you can be allowed to use the Internet.

Failure to comply with these rules will result in warnings, temporary or permanent removal of access rights or any sanctions outlined in the school's discipline policy as appropriate.

INTERNET PERMISSION FORM

Please complete and return this form to Mr Ross, ICT Coordinator.

Student's name: _____

Form class: _____

STUDENT

As a school user of the Internet, I agree to comply with the rules on its use. I will use all school computers and any personal computer or electronic device which I bring into school in a responsible way and observe all the restrictions explained to me by the school.

Student's signature: _____

Date: _____

PARENT / GUARDIAN

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use electronic mail, discussion groups and the Internet. I understand that students will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent/Guardian signature: _____

Date: _____
