



Appendix 1 - Acceptable Use Policy

19 Rules for Safe Use of Computers in Primary Schools

On a network, I will use only my own login and password, which I will keep a secret.

I will not look at or delete other people's files.

I will only use computers for school work and homework.

I will not put anything in the computer unless I have been given permission.

I will ask permission from a member of staff before using the Internet.

I will only email and send messages to people I know, or my teacher has approved.

The messages I send will be polite and responsible.

I will not use chatrooms or Internet chat unless given permission by a teacher.

When sending email, I will not give my home address or telephone number, or arrange to meet someone.

I will ask permission before opening an email or an email attachment sent by someone I do not know.

I will remember that some material on the Internet is copyright protected.

I will only download files that I need for school work.

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher.

I know that the school may check my computer files and the Internet sites that I have visited.

I understand that if I deliberately break these rules, I could be stopped from using the computer, Internet and email.



Internet/e-mail Acceptable Use Policy - Parental Permission Form

Access to the Internet and e-mail is now a recognised and valued educational tool which all schools in East Dunbartonshire Council have access to. Before being allowed to use the Internet, pupils must obtain parental consent.

Access to the Internet will allow your child to explore thousands of libraries, databases and bulletin boards while being able to exchange e-mail messages with other Internet users throughout the world. Our aim in using the Internet is in pursuit of educational goals but some pupils may try to find information that is not consistent with our aim. A filtering system has been put in place, which has been designed for safe usage in education. During school hours teachers will guide pupils in their use of the Internet and all pupils engaged on using the Internet will be supervised.

It is considered that the educational benefits of Internet and e-mail access far exceed the disadvantages. While some material on the Internet contains items, which are illegal, offensive, inaccurate or morally unacceptable to some people, East Dunbartonshire Council has taken all practical steps to ensure safe use. Ultimately parents and guardians are responsible for setting the standards that their children should follow when using media and information sources. The school supports and respects each family's right to decide whether to apply for access or not.

Please read the Rules for Safe Use of Computers in Primary Schools and then complete the permission slip below. This should be returned to the school as soon as possible. If forms are not returned we will assume that access is not being applied for and therefore will not be granted.

The full Internet Access and Email Policy is available from the school if you wish to read it. It can also be found on our school website in the Plans/Policies section.

Parental/Guardian Agreement

- As the parent or legal guardian of the pupil signing below, I grant permission for my son or daughter to use electronic mail and the Internet.
- I understand that pupils will be held accountable for their own actions.
- I am aware that East Dunbartonshire Council will take all possible precautions to eliminate unsuitable materials but accept that it is impossible for the school to guarantee elimination of all sources of controversial material.
- I accept responsibility for setting standards and explaining the enclosed set of rules for my child to follow when selecting, sharing and exploring information and media and I understand that any misuse of the system will result in my child being barred from the electronic mail and the Internet.
- I understand that this policy is also applicable when my child is using any computer outwith east Dunbartonshire Council to access the National Educational Portal (GLOW).

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I hereby give you permission to issue electronic mail and Internet access to my child.

Pupil Name and Class (please print) _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____