



## **Pupil Rules for Responsible Internet Use**

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

### **Using the computers:**

- I will treat computers, computer systems and networks with respect;
- I will only access the computer system with the login and password I have been given;
- I will not share my password with other people and will let my teacher know if someone has learned my password.
- I will let a teacher know if I find a computer logged on and left unsupervised.
- I will not access other children's files;
- I will not bring in USB sticks from outside school and try to use them on the school computers (without permission from Mr Bowen/Miss Okyere).

### **Using the Internet:**

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms via the internet without permission from my teacher;
- I will not give my full name, my birthday, my home address, telephone number, family details, school details or passwords when completing forms or to any other person online.
- I will not download or upload files, unless I have been given permission from my teacher.
- I will not access any sites which are inappropriate, (such as chat rooms).
- I will ask for permission from my teacher, to access game, music or video sites. If permission is given I will make sure that the content is appropriate.

### **Using school approved e-mail:**

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will sign e-mails with my first name only;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number, family details or passwords in my e-mails
- I will not use e-mail to arrange to meet someone outside school hours.

(continued overleaf)



### Using Social Media:

- I will remember all the laws and rules the school has taught me on how to stay safe online when using the internet and sending emails.
- I will remember to apply the SMART rules anytime I am on the internet
- I know that because I am under 13, I should not have a Facebook, Twitter, Snapchat or other social media account.
- I am aware that disputes that take place over social media, texts or other computer systems and cause difficulties in school, will be investigated by school teachers.
- If school have any concerns about my use of the computer, they will contact my parents.
- I know that I must report all inappropriate messages to my teacher. I am also free to contact the police, CEOP, NSPCC or call Childline on 08001111.

### Remember... Be SMART Online

- |                      |   |
|----------------------|---|
| <b>S...Safe</b>      | Keep yourself safe – don't give out any personal information  |
| <b>M...Meeting</b>   | Never meet up with an online friend   |
| <b>A...Accepting</b> | Do not open e-mails from someone you don't know   |
| <b>R...Reliable</b>  | Someone online may be lying about who they are and information you find out on the internet may not be reliable |
| <b>T...Tell</b>      | Tell an adult if you are worried about anything you have found or seen or heard on the internet.                |



## Internet Permission Form

Academic Year 2019-20

Please complete the relevant section, sign and return this form to the class teacher.

### PARENT

#### Part A: Acceptance

As the parent or guardian of the pupil signing below, I allow my child to use electronic mail and the internet. I will encourage my child to follow the principles of safe internet use. I agree to support the school in their approach to teaching children safer internet use too. I will encourage my child to use the network in a responsible way and follow all the restrictions explained by the school.

I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be offensive and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information. I have read and discussed with my child, the pupil's responsibilities for using the internet and computers.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

### OR

#### Part B: Withdrawal

I wish to withdraw my child from internet use.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

### PUPIL

As a school user of the internet, I agree to follow the school rules on its use. I will use the network in a responsible way and follow all the restrictions explained to me by the school.

Pupil's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Media/Electronic Release Form**

Academic Year 2019-20

Complete the relevant section, sign and return this form to the class teacher. *(Please delete as appropriate)*

- My child **may/ may not** take part in Internet / video conferencing between the school and another institution.

Parent's Name \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

Date \_\_\_\_\_



### **Additional Guidelines for Parents**

As you are aware, increased access to technology has changed the way we can communicate with one another. Lynch Hill School takes its role to alert children of the possible dangers of the internet very seriously. We acknowledge that our approach (which follows national guidance) may contradict parental approaches. We request that you:

### **Social Media:**

- Please consider very carefully when sanctioning your child to have access to their own Social Media account. Guidelines are that they must be at least 13 years to set-up these accounts. A child in a primary school with any of these social media account means that their date of birth has been altered. This can be very dangerous for the children as some of the information they are open to is very unsuitable and could affect them emotionally and psychologically if not physically.
- Electronic communications (including Cyber-bullying), stemming from text messages, Social Media accounts (Instagram, Facebook, Twitter, Snapchat, BBM, WhatsApp, X-Box etc) often filter into school. We have a duty to investigate these and will contact you if concerned. We encourage parents to periodically monitor their children's communications, to check that they are keeping themselves safe.

### **Complaints:**

- Despite our best efforts, we are aware that there will be times when you (as a parent) may feel disgruntled with school. At these times, we ask that you share your concerns with school staff, rather than sharing your complaint on Social Media sites.
- We believe that by being able to discuss a concern, the matter can be positively resolved. Any concerns you may have must be made through the appropriate channels by speaking to a relevant member of staff: The class teacher, year leader, member of the Leadership Team or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. Should you also choose, there is a complaints procedure, which is published on the school website, a copy of which can be obtained from the school's office. All complaints are taken seriously and thoroughly investigated.
- We are happy to discuss with you any concerns you may have. Parents who have an urgent reason to contact their child's teacher first thing in the morning must do so through the office and not go into the classroom before school. We are more than happy to receive emails – (the office address is **office@lhspa.org.uk**), alternatively class teachers can be contacted using their school emails (**initial.surname@lhspa.org.uk**), Teachers will respond to emails in a formal manner.

### **Recording & Sharing School Events:**

- We understand, that during school events, you wish to film or record your child. We are happy for you to do this. However, please be mindful when posting photographs or videos of your children that clearly have other children in the picture. To safeguard all pupils, we would request that parents / carers do not post pictures or videos of pupils other than their own child on social networking sites (*unless prior permission has been sought*). Cropping a photograph can help overcome this issue.
- We also request that when 'capturing the moment', your phone, tablet or camcorder is not held up high, so as to restrict the views of other parents.

Please feel free to contact a member of staff, to discuss this further.  
We thank you for your support in this matter.