

Dear Parent/Guardian

INTERNET 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 and I would ask you and your son/daughter to sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will allow your child to explore thousands of libraries, data bases 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 enclosed guidance documents and then complete the permission form which follows. If forms are not returned by the due date we will assume that access is not being applied for and therefore will not be granted.

Appendix B

Acceptable Use Guidelines For Young People in Schools

B1.0 East Dunbartonshire Council – Rules for electronic mail and Internet access

B1.1 The computer systems in the schools are owned by East Dunbartonshire Council and are made available to young people to further their education. This set of rules forms part of the council policy which has been drawn up to protect all network users. A copy of the full council policy can be made available by contacting the school directly. Attached is a copy of the school rules that will be displayed at appropriate places in the school. These rules will be explained to all young people by staff in school.

B1.2 The school and local authority may exercise its right by electronic means to monitor use of the school's computer systems, including monitoring websites, interception of electronic mail and deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or maybe taking place or, where there is concern that the system may be being used for criminal purpose or for storing text or imagery which is unauthorised or unlawful.

- Access to the network must be made via the user's authorised account and password, which must not be given to any other user
- School computer and internet use must be appropriate to learning
- Young people should report any information or messages that they receive which they are concerned about
- Copyright of materials must be respected
- Users are responsible for electronic mail that they send and for contacts made
- Electronic mail should be written carefully and politely. As messages may be forwarded, electronic mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent
- The use of public chatrooms is not allowed
- Electronic mail must not be used as a means of bullying people
- The school network may not be used for private purposes, unless permission has been given by the Head Teacher
- Use for personal financial gain, gambling, political purpose or advertising is forbidden

B1.2 Continued.

- Only living library information can be downloaded from the network
- The school and the local authority reserve the right to check computer files and monitor Internet sites that are visited
- Irresponsible use may result in the loss of Internet and e-mail access

B2.0 East Dunbartonshire Council – Electronic mail and Internet Rules – Primary Schools

Rules for safe use

- 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 bring in floppy discs from outside school unless I have been given permission
- I will ask permission from a member of staff before using the Internet
- I will only e-mail people I know, or my teacher has approved
- The messages I send will be polite and responsible
- I will not use Internet chat
- When sending e-mail, I will not give my home address or telephone number, or arrange to meet someone
- I will ask permission before opening an e-mail or an e-mail 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 from the Living Library site
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher

B2.0 Continued:

- 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 Internet and e-mail

B3.0 East Dunbartonshire Council - Electronic mail and Internet Rules – Secondary Schools

Rules for safe use

- At all times access the computer network with your own log-in and password and do not tell anyone what this is
- Do not attempt to access other people's files
- Use computers for school work and homework only
- Do not bring floppy discs in to school unless you have permission from a teacher
- Do not use material which is copyright protected
- Download only from Living Library
- Ensure that you have permission to access the Internet
- Remember that you are responsible for e-mail you send and for contacts made E-mail only people that you know or contacts that the teacher has approved
- E-mail should be written carefully and politely
- Do not send anonymous messages or chain letters
- Use of public chat rooms is not allowed
- Do not give out any personal details including home address, telephone number, or arrange to meet someone
- Report any unpleasant or offensive material or messages to a member of staff. This report will be confidential and will help to protect all system users

B3.0 Continued

- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Remember that the school may check your computer files and may check the Internet sites that you have visited
- Irresponsible use may result in loss of Internet and e-mail access

Internet/e-mail Responsible Use Agreement - Parental Permission Form

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

Parent/Guardian Name _____
(please print)
Pupil Name and Class _____
Signature _____ Date _____

Pupil Agreement (secondary schools only)

As a school user of electronic mail and the Internet, I agree to comply with the school rules on their use. I will use the network in a responsible way and observe all the restrictions explained to me by my parent/guardian and the school. I understand that should I breach the rules then my access will be removed and disciplinary action may result.

Pupil Name _____ Class _____
(please print)
Pupil Signature _____ Date _____