ABERDEENSHIRE COUNCIL

ACCEPTABLE USE OF ICT FACILITIES POLICY - PUPILS AND STUDENTS

PURPOSE

This document is intended to provide guidance in plain language on the standards that the Council expects pupils and students to adopt in their use of ICT facilities.

Contents

Exemplar Letter from Establishments

Dear Parent / Carer,

As part of our School's learning and teaching programme we offer pupils supervised access to the Internet.

Before being allowed to use the Internet at school, all pupils must obtain parental / carer permission and both they and you must sign and return the enclosed form as evidence of your approval and you and their acceptance of Meldrum School's Internet Acceptable Use Policy.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and carers of minors 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.

Meldrum School uses Internet for Learning as its Internet Services Provider (ISP). Internet for Learning uses the latest screening techniques to prevent access to all categories of unsuitable, offensive and inflammatory Internet materials. During school hours, teachers will supervise, guide and support pupils in using the Internet and in finding and using appropriate materials.

You should also be aware that monitoring software, which will record Internet activity, will also be in use in schools.

Whilst our aim for Internet use is to further educational goals and objectives, no supervision or screening policy can guarantee complete security.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Yours sincerely

Headteacher

Internet Parent / Carer Permission Form

Please complete and return this form to the Headteacher.

Pupil

As a school user of the Internet, I agree to comply with the Meldrum School's Internet Acceptable Use Policy, which I have read and understood. I will use the network in a responsible way and observe all the Guidelines explained to me by the school.

Pupil Signature _____ Date: ____/____/____

Parent / Carer

As the parent or legal carer of the pupil signing above**, I grant permission** for my son or daughter to use electronic mail and the Internet. I confirm that I have read and understood the Meldrum School's Internet Acceptable Use Policy. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent / Carer Signature _____Date ___/___/___

Name of Pupil _____

Register Class _____

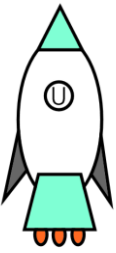Home Telephone _____

Parent / Carer

As the parent or legal carer of the pupil signing above**, I do not grant permission** for my son or daughter to use electronic mail and the Internet.

Parent / Carer Signature _____Date ___/___/___
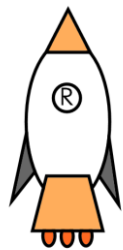
Name of Pupil _____

Register Class _____

Home Telephone _____

3

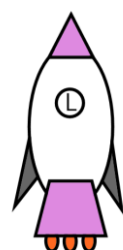## Internet Acceptable Use Agreement for Primary 4-7 Pupils

Using Safely and Effectively

- I will ask for **permission** before using the Internet. I can only use the Internet when a teacher or other member of staff is supervising.

- I will tell the teacher if I receive an e-mail, which asks for **personal** details, e.g. telephone number, home address etc.

- I will not **post** or e-mail personal details about myself, my family or any other individual.

- If I accidentally find rude, nasty or racist information, pictures, or video clips I will tell the adult who is working with me.

- I will not share my **password** with anyone.

- I am aware that all internet activity will be monitored.

Responsibility

- I will take time to think before I send an email or post a message on a discussion forum.

- I will read the subject of an email carefully and think about whether it is from someone I know and can trust before I open it.

- I understand that individuals or companies own information, pictures, video and sound clips etc which they publish on the internet. I will check with the class teacher what permission is required to copy or download other individuals or companies pictures, video clips etc.

- I will not copy information and claim that it is my work. If I copy text from the Internet I will include its source and author in my work

- I will, under no circumstances participate in cyber bullying. I will be polite to others online, treat them with respect and tell an adult if I come across any cyber bullying.

- If I am being cyber bullied I will tell a trusted adult.

- I will not use rude, nasty or racist language when communicating online.

Learning Successfully

- I will use the Internet for successful learning including research and study activities, email and communication forums.
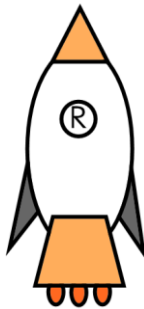
4

- I will use recommended educational sites. I know that information accessed on the Internet may not always be accurate.
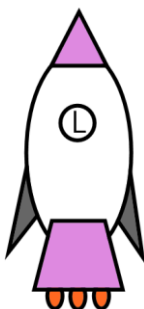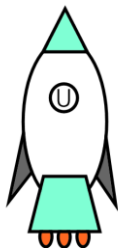
Mission URL

We are learning to
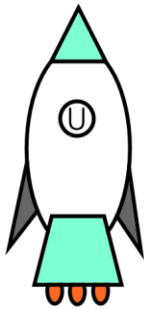
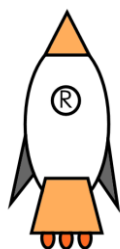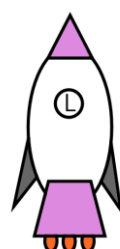- **Use the internet safely and effectively**

- **Use the internet responsibly**

- **Use the internet confidently for successful learning**

URL Mission Agreement

Using Safely and Effectively

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- I will tell the teacher if I receive an e-mail, which asks for **personal** details, e.g. telephone number, home address etc.

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- I will not share my **password** with anyone.

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- If I am being cyber bullied I will tell a trusted adult.

- I will not use rude, nasty or racist language when communicating online.

Learning Successfully

- I will use the Internet for successful learning including research and study activities, email and communication forums.
- I will use recommended educational sites. I know that information accessed on the Internet may not always be accurate.

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Internet Acceptable Use Agreement for Primary Early Stages Pupils

Internet Mission

We are learning to
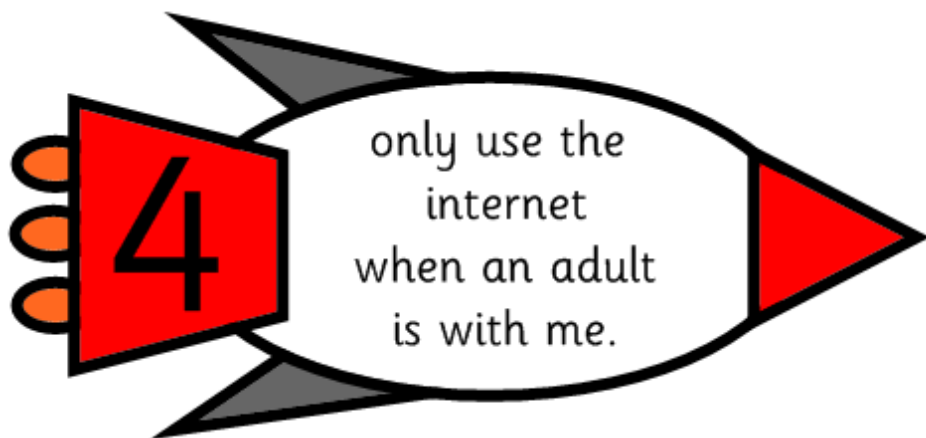
- Use the internet to be a successful learner
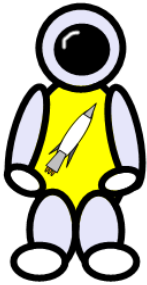
- Use the internet safely

- Be kind to each other

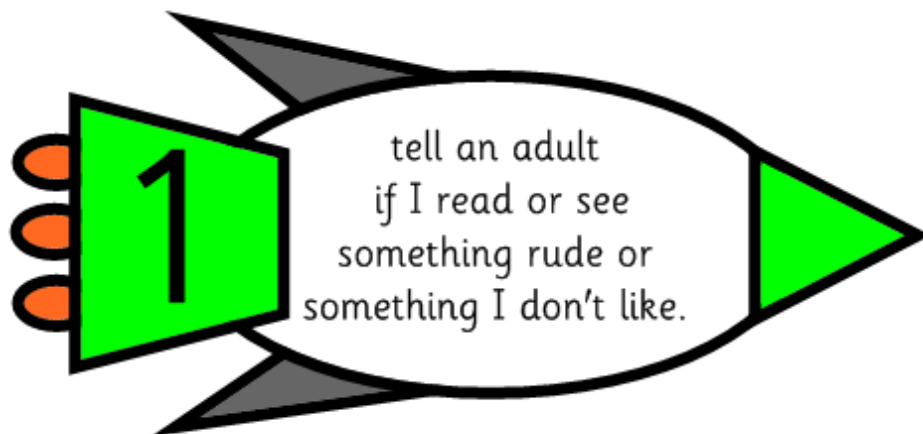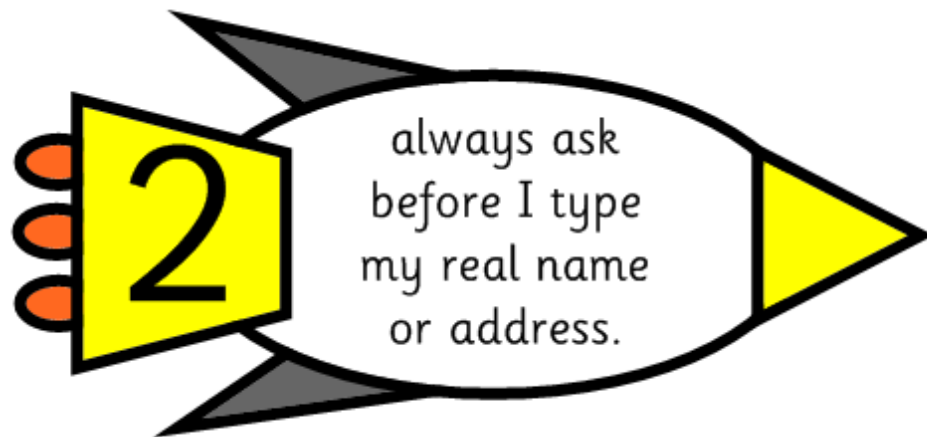# Internet Mission Agreement

I will

5 use the internet to be a successful learner

4 only use the internet when an adult is with me.

3 keep my password a secret.

Internet Mission Agreement

I will

2 always ask before I type my real name or address.

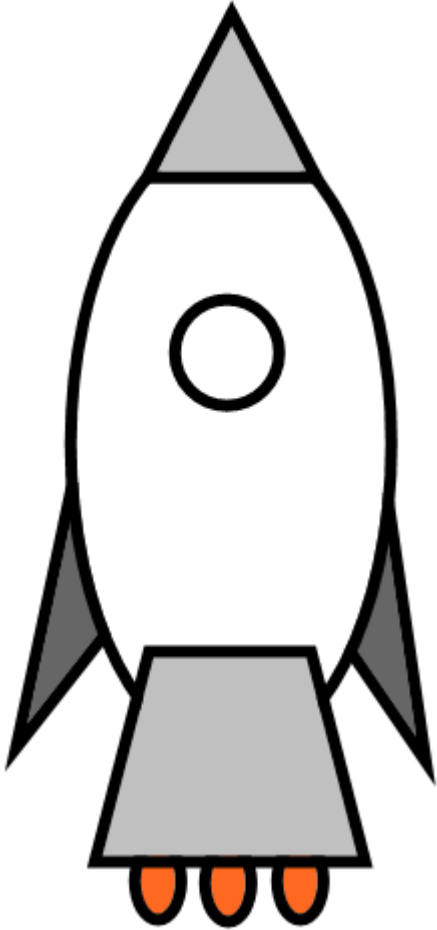**1** tell an adult if I read or see something rude or something I don't like.
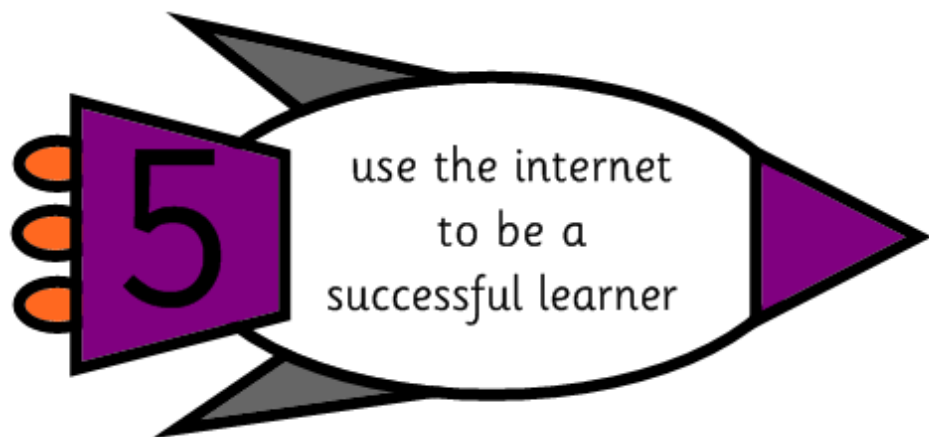
Agreed by:

Class Teacher:

Internet Mission Checklist

✓ Learning Team led by an adult

Internet Mission Checklist
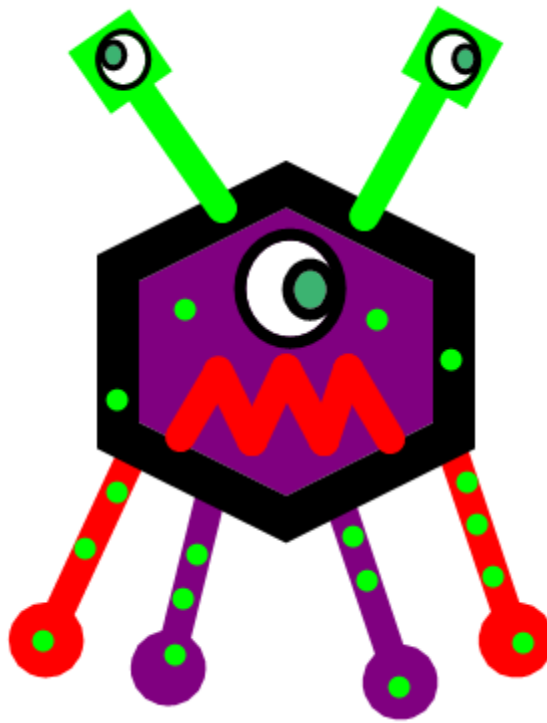
Secret Code

✓ Secret Code

12
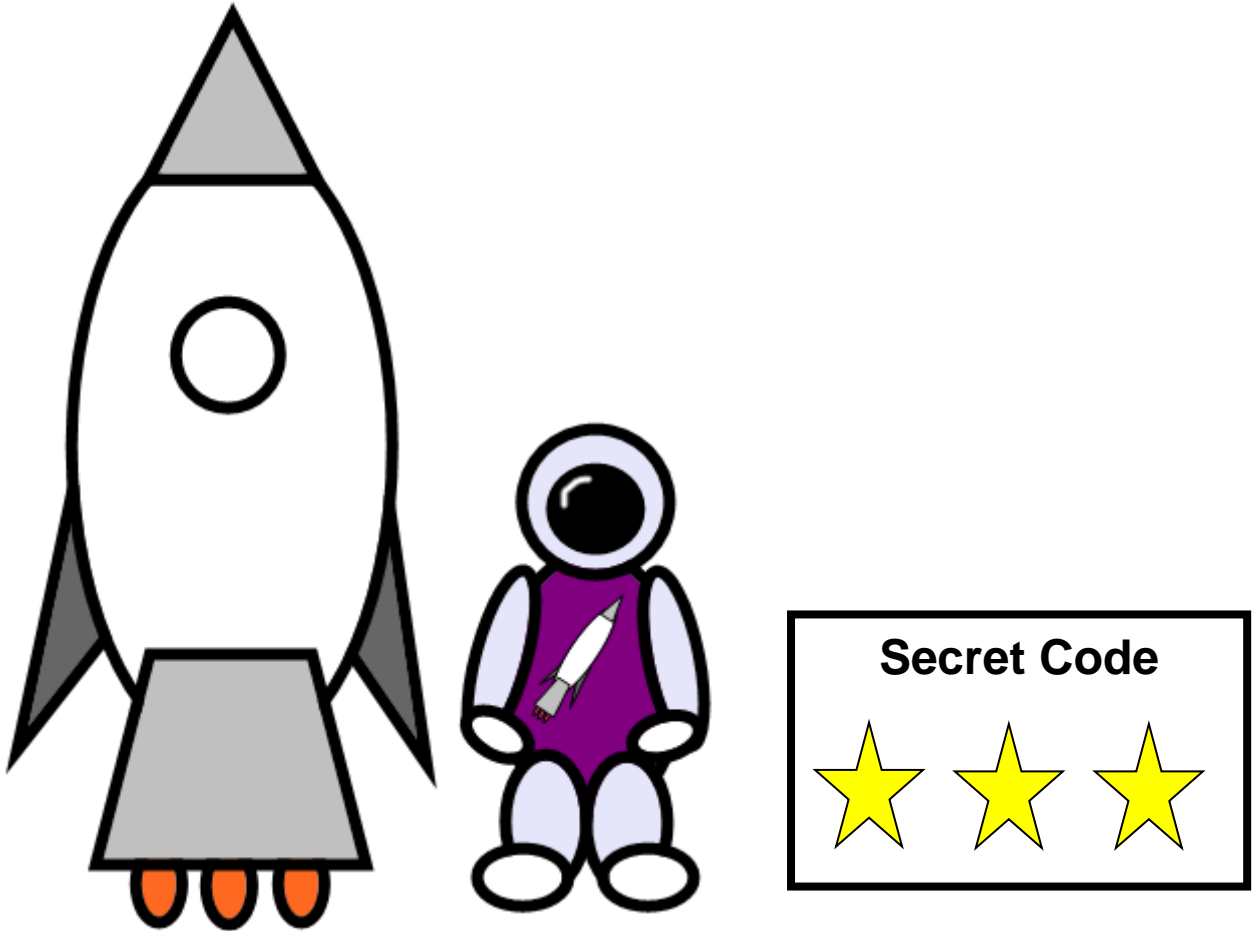
Internet Mission Checklist
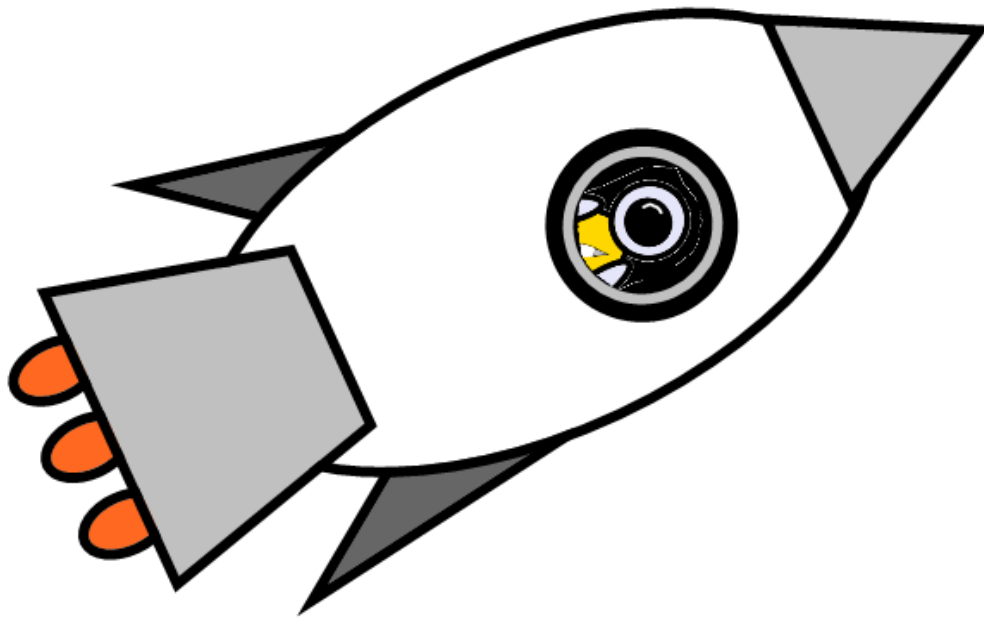
✓   Take off

✓   Solve mission intentions

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Internet Mission Checklist

✓ Learn safely

✓ Report mission worries to an adult