

Parent/Guardian Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to admin officer at St Michael's CofE Primary School

Name of Pupil: _____
please print clearly

As the parent or legal guardian of the above pupil, I have read the *Acceptable Use Policy* and grant permission for my child to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by St. Michael's to provide for online safety and that the school cannot be held responsible if pupils access unsuitable websites.

_____ **I accept the above paragraph (please tick)**

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the *Acceptable Use Policy* relating to publishing children's work on the website.

In relation to the use of photographs and digital recordings, I accept that my child may appear on the school website but that their photo and name will not be identifiable.

_____ **I accept the above paragraphs (please tick)**

_____ **I have read this document with my child in detail and I have explained to them the importance of responsible internet usage in school.**

Parent/Guardian signature:

_____ **Date:** _____

Parent/Guardian name (please print): _____

Telephone:

(H) _____ (M) _____

Address:

St Michael's Church of England Primary School, Highgate, N6 4BG ICT Acceptable Use Policy (AUP)

The aim of this I.C.T. Acceptable Use Policy is to ensure that pupils will benefit from opportunities offered by the school's internet resources and website in a safe and effective manner. Internet use and access is considered a school resource and privilege. Before signing, please read carefully to ensure that the conditions of use are accepted and understood.

SCHOOL'S POLICY

GENERAL

- Internet sessions will always be supervised by a teacher
- Filtering software will be used in order to minimize the risk of exposure to inappropriate material
- In class discussions, the possibilities and dangers of ICT and the internet are explained to the pupils
- St Michael's will monitor pupils' Internet usage
- Uploading and downloading of non-approved software will not be permitted
- Virus protection software will be used and updated on a regular basis
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission
- Pupils will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute
- Pupils will use the Internet for educational purposes only
- The teacher/supervisor uses specific search assignments to limit or prevent random browsing

- Pupils will never disclose or publicize personal information
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised

EMAIL

- Pupils will only use approved class email accounts during school time under the supervision of/or permission from a teacher
- Pupils will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher
- Pupils may not send email attachments (ie photos) without permission from the teacher
- St Michael's school adheres to The Data Protection Act 1988
- Usernames will be used to avoid disclosure of identity and no personal information may be transferred

WORLD WIDE WEB

- Teachers/supervisors will explain why pupils may or may not visit certain sites
- Teachers/supervisors will use specific search assignments to limit or prevent random browsing
- Pupils may not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils will use the Internet for educational purposes only
- Pupils will never disclose or publicize personal information
- Downloading materials or images not relevant to their studies, is in breach of the acceptable use policy

ABUSES

- Misuse of the Internet will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet
- Pupils are not permitted access to chat rooms, discussion forums, messaging or other electronic communication other than approved by St Michael's

SCHOOL WEBSITE (WHERE/WHEN APPLICABLE)

- Pupils in Key Stage 2 may have the opportunity to publish work on the World Wide Web in accordance with policies of the school website, web-site administrators and/or teachers
- Website using facilities such as guest books, notice boards or web logs will be checked frequently to ensure that they do not contain personal details
- Photographs, audio or video clips may feature individual children or groups of children so long as the images are not in any way compromising or potentially offensive
- Captions can refer to activities depicted but not name children where they might be individually identifiable, and in no cases use family names. Therefore no name at all will appear next to a photograph of one child or up to three children of the same sex and/or race
- In accordance with the Data Protection Act Parents are entitled to edit text and/or have photos removed