



# EDUCATION and SOCIAL CARE ADMIN HANDBOOK

REFERENCE	SUBJECT	DATE
AH/045/01	Internet and Email – Guidelines for pupil use	08/08/2019

<b>Contact:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

This document has links to the following themes:

- |           |                          |          |                          |             |                                     |
|-----------|--------------------------|----------|--------------------------|-------------|-------------------------------------|
| SAFE      | <input type="checkbox"/> | HEALTHY  | <input type="checkbox"/> | ACHIEVING   | <input type="checkbox"/>            |
| NURTURED  | <input type="checkbox"/> | ACTIVE   | <input type="checkbox"/> | RESPONSIBLE | <input type="checkbox"/>            |
| RESPECTED | <input type="checkbox"/> | INCLUDED | <input type="checkbox"/> | POLICIES    | <input checked="" type="checkbox"/> |

HISTORY		
REFERENCE	CHANGES AND AMENDMENTS	DATE
AH/045/01	▪ Revised guidelines and new document reference number	08/08/2019
SS/016/02	▪ Policy name changed	07/07/2015
SS/016/01	▪ Original publication	31/05/2001

Please find attached the guidelines for pupil use of Internet and email in schools. They consist of 3 separate sheets, that will apply to all pupils who make use of Internet and email in schools:-

- **Parent/Carer permission** letter – to be sent to parent/carer for information
- **Moray Council guidelines** – to be issued to pupils for discussion at home and for retention
- **Internet and email permission form** – to be sent home for signature and returned to the school by the pupil

## **Parent/Carer permission letter**

Dear Parent/Carer

### ***Internet and Email Permission Form***

As part of the school's Information Communications Technology provision we offer pupils filtered access to the Internet and a filtered email service. Before being allowed to use the Internet, all pupils must obtain your permission to do so. We ask that you sign and return the enclosed form as evidence of your approval. We also ask pupils to sign the form as evidence of their acceptance of the school rules and Moray Council Guidelines on this matter. This action is designed to be a safeguard for all pupils.

Families should be advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. Our computer network has a sophisticated Internet filtering system called Smoothwall. Smoothwall can also provide reports of the sites accessed by individuals.

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. Parents/Carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide pupils toward appropriate materials. However, not all Internet access is supervised, and filtering systems do not offer 100% protection, accordingly there is the need for an element of personal responsibility.

We would be grateful if you could read the enclosed Moray Council Guidelines for Pupil Use of The Internet and Email, then complete the permission form which follows.

Yours sincerely

## **Moray Council – Guidelines for pupil use of Internet and email**

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

Moray school networks are provided for pupils to undertake school related work including research and communication with others. For Internet access parent/carer permission is required. During school, teachers will guide pupils toward appropriate materials. However, not all Internet access is supervised and accordingly there is the need for an element for personal responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. Email use will only be permitted during designated times, or at the specific request of the class teacher. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Designated members of staff may on occasion access student files, where circumstances suggest that files may contain inappropriate content, in order to fulfil the school's duty of care.

When students are using ICT equipment and services at school, the following are not permitted when using the Internet or email:-

1. Searching, sending or displaying offensive messages, images or videos
2. Searching for inappropriate images or content
3. Sending messages likely to cause offence or using obscene, foul, racist or sexist language
4. Harassing, intimidating, bullying, insulting or attacking others
5. Sending unsolicited, spam or nuisance emails
6. Damaging computers, computer systems or computer networks
7. Violating copyright laws
8. Copying content found online without crediting the source
9. Using others' passwords
10. Trespassing in others' folders, work or files
11. Intentionally wasting limited resources
12. Downloading or uploading non approved software, games or screensavers
13. Trying to find ways to bypass the Council's security systems, virus protection systems and filtering tools
14. Posting information that identifies a person
15. Agreeing to meet in real life an unknown person who was met online

### **Please note:**

1. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour
2. When applicable, police or local authorities may be involved
3. Violations of the above rules will result in a temporary or permanent ban on Internet/email use

## Internet and Email Parent Permission Form

Please complete and return this form to the teacher who issued it.

### Pupil

As a school user of the Internet and Email, I agree to comply with the school rules and Moray Council Guidelines on its use. I am aware that the Internet and emails are both filtered and reports can be made on my use of these services. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Carer

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use the Internet and email in accordance with Moray Council Guidelines on their use.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_