



Dear Parents

Acceptable Use Agreement for Pupils & Parents

As part of your child's curriculum and the development of computing skills, Barnfields Primary School is providing supervised access to the Internet. We believe that the use of the World Wide Web and E-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached 'Using the Internet and Email Safely' document, and sign and return the consent form so that your child may use Internet at school. Please discuss the rules with your child and ask them to sign to say they agree with them. Some of the rules will not apply to the younger children.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school operates an internet filtering system that restricts access to inappropriate materials. This may not be the case at home and we provide references to information on safe Internet access through our school website. Please see www.barnfields.staffs.sch.uk where you will find this information under 'Pupil Zone' and 'E-Safety'.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Barnfields Primary School cannot be held responsible for the nature or content of materials accessed through the Internet. Barnfields Primary School will not be liable for any damages arising from your child's use of the Internet facilities.

If you need any more information, please do not hesitate to contact our Computing Leader, Mr G Ball or Mr R Law.

Yours sincerely

Mrs G Richards
Headteacher



Barnfields Primary School

Using the Internet and E-mail Safely

ICT acceptable use agreement for pupils

Pupils are expected to:

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behaviour while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.
- Understand that schools may check my computer files and will monitor my internet use.
- Understand that if I break these rules deliberately, I could be stopped from using the Internet or computers for my own and others safety.

Pupils will **not**:

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents **will**:

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Support and uphold the rules regarding use of social media, by posting appropriately about the school. If I have an issue that needs dealing with, come into school and discuss this with the appropriate person.



Consent Form for Pupils & Parents

Barnfields Primary School Acceptable Use Agreement Responsible E-mail and Internet Use Please complete, sign and return to school		
Pupil:	Class:	
Pupil's Agreement I have read and understand the school 'Using the Internet and E-mail Safely' document. I will use the computer system and Internet in a responsible way and obey these rules at all times. I understand that the Internet is monitored by school and breaking these rules may result in access being denied.		
Pupil:	Signature:	Date:
Parent / Carer's Consent for Internet Access I have read and understood the school 'Using the Internet and E-mail Safely' document and give permission for my child to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that although the school takes reasonable precautions, the filtering of all materials accessed cannot be always guaranteed. As a result, I agree that the school is not liable for any damages arising from use of the Internet facilities. I understand that my child's use of the Internet at school will be monitored.		
Parent/Carer:	Signature:	Date:
Please print name:		
Parent / Carer's Agreement re use of social media If I use social media, I agree to comment or post appropriately about the school. If I have an issue that needs dealing with, I agree to come into school to discuss this with the appropriate member of staff. If given permission to take photographs or record at a school event, I agree to only share these with my friends and only post information about my child. I understand that school have the right to discuss any inappropriate posts/comments with me.		
Parent:		Date:

- This form will last the time your child is educated at this school unless otherwise informed.
- This form will only be updated if there is a change to the permissions.
- Permission will cease once your child comes to the end of their education at Barnfields.