



East Dunbartonshire Council

The computer systems in the schools are owned by East Dunbartonshire Council and are made available to young people to further their education. 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.

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 to a member of staff.
- Copyright of materials must be respected
- Users are responsible for electronic messages 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. Restricted use of authorised chatrooms is allowed with the permission and monitoring of a member of staff.
- Electronic mail or websites 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
- Only information relevant to the curriculum may 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
- Users must not try to breach the security measures that are in place on the Council's systems
- Irresponsible use may result in the loss of computer, Internet and email access



19 Rules for Safe Use of Computers in Primary Schools

- 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 put anything in the computer unless I have been given permission
- I will ask permission from a member of staff before using the Internet
- I will only email and send messages to people I know, or my teacher has approved
- The messages I send will be polite and responsible
- I will not use chatrooms or Internet chat unless given permission by a teacher.
- When sending email, I will not give my home address or telephone number, or arrange to meet someone
- I will ask permission before opening an email or an email 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 that I need for school work
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher
- 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 computer, Internet and email



21 School Internet and Email Permission Form

Dear Parent/Guardian,

Access to the Internet and email 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 schools 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 email 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 email 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 that the risks of your child being exposed to such material are minimised. 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. This should be returned to the school before the _____. 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.



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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 understand that this policy is also applicable when my child is using any computer outwith an East Dunbartonshire Council school to access the National Educational Portal (GLOW).

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 (Pupils 16 and over 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

(please print)

Name

Pupil Signature

Class

Date