Scalford C of E Primary School

School Lane, Scalford, Melton Mowbray, Leicestershire LE14 4DT

Headteacher:
Mrs M Waring

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Dear Parent/Carer,

Use of Internet / e-mail and E Safety in school

We realise that the internet, social and digital media are playing a much wider roles in our lives. As part of the School's work in Information Technology and other subjects, we offer the children supervised access to the Internet and **internal** e-mail. On some occasions children are offered the opportunity to use e-mail outside the school, for example to communicate with children from other schools.

The Internet is a rich source of information and educational activities which are of great benefit to the children. It is also positively used by the school through e.g. the school's website, to allow parents, carers and the community to gain information on the school and see what events are happening at School.

However there are concerns about inappropriate materials or inappropriate usage. The school takes a range of proactive measures to minimise these risks including:

- All access to the Internet is supervised by adults
- A high level filtering system is in operation. This allows access only to children's search engines such as "Ask Jeeves for kids"
- Children are not allowed access to chat rooms at any time
- Children are taught about safe Internet use by their teachers
- Pupils names are not displayed alongside images

Before we allow children to use the Internet at school, we must obtain parental permission. If you are happy to allow your child to access the Internet, please complete the enclosed form and return it to school.

Further to this, we are aware that parents / carers will want to take images, videos of school events. Photographs, videos or other digital media should **only** be used for personal viewing and **must not** be uploaded to any internet sites of social media networks such as YouTube, Facebook etc. This is crucial to ensuring the children and staff are protected from potential online safety risks, especially when videos contain images of children other than your own. It is a parents decision to upload videos of images, solely of their **own** child. Where parents / carers are not acting responsibly

with digital media, the school will have no option but to remove the videoing of School events.

Media permission is sought by the school to use photographs, videos etc on the school website and for media interest e.g. newspapers. However, separate permission for this is sought and any child whose parents do not agree to this will not be used for these purposes. Where images of pupils are used, names will not appear with the image to limit any risk of pupils being identified.

Pupils and parents **must** sign and return the Internet Use Permission Form below as evidence of their acceptance of the school's rules for responsible use of these facilities.

Yours sincerely,

Mrs M Waring
Headteacher

I have read the notes about Internet access at school and I have discussed them with my child.

I agree for my child _____ Class _____

- to use the Internet in accordance with the school guidelines.

- I understand that videos, photographs and digital images, that contain images other than my own child, will **only** be used for personal viewing and **will not** publically display on social media or internet sites such as YouTube, Facebook, Bebo etc.

Signed _____ Parent/Carer

Signed _____Pupil

Date: _____