



Linden Lodge School e-Safety Consent Form

Gaining pupils' and parents' agreement to the e-Safety Rules is important but will require management. Many schools obtain this at the same time as checking the home and emergency contact details once each year.

To ensure clarity, the e-Safety Rules appropriate to the age of the pupil should be included with the letter to parents.

It is important to start from the assumption that ICT and Internet use is everyday and essential for every child's education. The agreement between parents and the school could include a phrase such as:

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

For pupils above the age of 16 and not living at home and for all pupils 18 or older, the school may decide to rely on the consent of the pupil alone. Otherwise parent's consent must be obtained. It is also wise to obtain parent's permission to publish pupil's work. Permission to publish is required for pupil images, video and audio on a Web site, a podcast or video programme.

Where schools arranged purchase, rent or lease portable computers for use by pupils at home, a more comprehensive agreement is required, such as that used by the e-Learning Foundation.

Linden Lodge School

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e. info@lindenlodge.wandsworth.sch.uk
www.lindenlodge.wandsworth.sch.uk
Linden Lodge School is a registered charity 280982.



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Think then Click

These rules help us to stay safe on the Internet



We only use the Internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open e-mails together.

We can write polite and friendly e-mails to people that we know.



B. Stoneham & J. Barrett

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Wandsworth Sensory Support Service



Wandsworth Vision Support Service



Wandsworth Hearing Support Service



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Think then Click

e-Safety Rules

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

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e-Safety Rules

These e-Safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as e-mail could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through e-mail, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

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The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Our School e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

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Parent's Consent for Web Publication of Work and Photographs

As agreed on the Parent/Carer Linden Lodge Consent Form.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet.

I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet.

I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the Pupil Services Manager

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