

## **Internet Access**

Access to the Internet and e-mail is now a recognised and valued educational tool which all schools in East Dunbartonshire Council have access to. It is considered that the educational benefits of Internet and e-mail 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. Ultimately parents and carers are responsible for setting the standards that their children should follow when using media and information sources.

### ***Rules for safe use of the Internet and Electronic Mail***

*Users of the Internet should:*

- ensure that they have permission to access the Internet.
- only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies etc, for school purposes.
- only log on to the school network/learning platform with their own user name and password
- follow the schools ICT security system and not reveal passwords to anyone and change them regularly
- not download or install software on school equipment or create/upload a virus
- make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- be responsible for their behaviour when using the Internet. This includes resources accessed and the language used.
- not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If a user accidentally comes across any such material they will report it immediately to their teacher
- not give out any personal information such as name, phone number or address
- not arrange to meet someone unless this is part of a school project approved by a teacher/parent
- be aware, images of pupils and/or staff taken, stored and used for school purposes in line with school policy will not be distributed outside the school network without permission from staff
- not enter or participate in public chat rooms or use computers for personal financial gain, gambling, political purposes or advertising
- ensure that online activity, both in school and outside school, will not cause the school, the staff, the pupils or others distress or bring into disrepute
- support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- respect the privacy and ownership of others' work online at all times
- not attempt to bypass the internet filtering system
- understand that all use of the Internet and other related technologies can be monitored and logged and can be made available to teachers

Please understand that these rules are designed to keep users safe and that if they are not followed, school sanctions will be applied and irresponsible use may result in loss of Internet and e-mail access also that a parent/carers may be contacted