Sample policy for the acceptable use of the internet, emails and computers for special schools

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is private to me.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
• I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

• I understand that the school may check my computer files and the Internet sites I visit.

• I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

________________________________________________________________________

Parent and child's signatures:

We have discussed this policy and………………………………………(child’s name) agrees to support the safe use of ICT at (name of school)

Parent/ Carer's signature…………………………………………………………………………

Child’s signature……………………………………………………………………………………

Date………………………………