

Crossley Fields School

Headteacher: Catherine J Lockwood B.Ed (Hons)

Wellhouse Lane Mirfield West Yorkshire WF14 0BE
Telephone (01924) 326590 Fax (01924) 326591
Email: office.crossleyfields@kirkleeseducation.uk
www.crossleyfieldsschool.co.uk



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Dear Parent/Carer

Acceptable Use Policy for Primary Pupils in school – KS1 (Year 1)

As part of pupils' curriculum enhancement and the development of ICT skills, we are providing supervised access to the Internet and email. Pupils will be able to exchange electronic mail with individual pupils in partner schools and research information from museums, libraries, news providers and suitable web sites as part of their programme of learning.

We have purchased our Internet and email access from an educational supplier that operates a filtering system, which restricts access to inappropriate materials and is continually updating its database of known offensive sites. All our screens are in public view and, as stated above, access will be supervised.

Should you wish to discuss any aspect of Internet and email use (or to see a lesson in operation) please arrange an appointment with Mr T Reid, ICT Co-ordinator

I enclose a copy of the Acceptable Use of the Internet and Email Policy that we operate in school and which your child is being asked to sign. Could you sign and return this letter to show your agreement to your child using the Internet and e-mail. Should you have any questions please contact Mr Tim Reid (ICT Coordinator).

Please discuss the following guidelines with your child and sign below if you and your child agree with them:-

- I will only use the password I have been given on the computer
- I will only use the websites my teacher tells me to
- I will only write or speak to people who my teacher has approved and will make sure my messages are sensible
- I will tell an adult if I receive any unpleasant messages
- I will never send my home address, telephone number or photographs to anyone I have contacted on the Internet or by e-mail
- I will not arrange to meet anyone I have contacted on the Internet or by e-mail
- I understand that if I do not follow these rules, I will not be allowed to use the Internet.

Yours sincerely

Catherine J Lockwood
Headteacher

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Acceptable Use Policy for Primary Pupils in school – KS1

Pupil name.....Class

I have read the Acceptable Use of the Internet and Email Policy and give permission for my child to use the Internet and e-mail in School.

Signed.....(parent /carer)

Date

