

St Andrew's CEVC Primary School

Dear Parents

**Responsible Internet Use –  
Essex Learning Platform Project (e-Folio)**

The Department for Education and Skills recently announced a strategy for all schools to have access to a Learning Platform and online Learning Space by 2007-2008. St Andrew's School is taking part in the Essex Learning Platform project (e-Folio).

As part of the Project, your child is being provided with an electronic desktop which means that he/she will have a safe and secure password protected area on the World Wide Web where he/she will be able to save examples of their best work to. Since the electronic desktop is web based, your son/daughter will be able to access their work anywhere where they have access to a PC and the Internet, e.g. at school, home or in the library.

**Please note:** As with any secure internet account, it is important that your child's password is kept a secret. If however, you think that their account has been compromised in anyway, please contact me directly.

Your child will have access to an e-mail account. They will be taught how to use it responsibly. The school will take any allegations of bullying by e-mail very seriously. Any incidents will be dealt with in accordance with the schools Anti-bullying Policy.

St Andrew's School is providing supervised access to the Internet and you will have already signed a Responsible Internet Use permission form. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. You may find it useful to visit web sites such as:

[www.parentscentre.gov.uk/usingcomputersandtheinternet](http://www.parentscentre.gov.uk/usingcomputersandtheinternet)- Parents Centre has been developed by the Department for Education and Skills as a resource to support parents.

[www.getnetwise.org](http://www.getnetwise.org) - GetNetWise is a public service brought to you by a wide range of Internet industry corporations and public interest organisations.

Please would you read the attached Rules for Responsible Use of My Learning Platform. You are asked to sign and return the consent form giving permission for your son/daughter to:

1. Access their electronic desktop via the Internet;
2. Upload work to their electronic desktop.

Should you wish to discuss any aspect of the project, please telephone me to arrange an appointment.

Yours sincerely

Head teacher

# **St Andrew's CEVC Primary School**

## **Responsible Use of e-folio**

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will use only my own login and password, which I will keep secret.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not 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 except if it is a discussion room that has been set up by my teacher using e-folio.
- Any work I display using e-folio will be work that I know I would want my family and friends to see.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

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**Responsible Use of e-folio**

Please complete, sign and return to the school office

**Pupil:**

**Class:**

**Pupil's Agreement**

I have read and understand the school Rules for Responsible Use of my e-folio. I will use e-folio and the Internet in a responsible way and obey these rules at all times. In particular, I will not share my password with anybody else. I will not give out my name, home address or phone number in email messages or write messages that I would not let my teachers and parents read. If I receive an e-mail which upsets me or an e-mail from somebody I don't know, I will tell my teacher immediately.

**Signed:**

**Date:**

**Parent's Consent for Internet Access to e-folio**

I have read and understood the school rules for responsible use of e-folio and give permission for my son / daughter to access this via the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I also agree that should my son/daughter need to access e-folio at home or anywhere else, I agree that I will take all reasonable precautions to ensure my son/daughter cannot access inappropriate materials and that he/she will use their desktop in an appropriate manner.

I will try to ensure that my child understands the importance of keeping their password a secret.

**Signed:**

**Date:**

**Parent's Consent for Web Publication of Work**

I agree that my son/daughter's work may be published on e-folio

**Signed:**

**Date:**