INTERNET PERMISSION FORM 2017-2018

Dear Parent / Guardian,

The Internet is an exciting and powerful tool for students to research information for both academic assignments as well as their own personal interests. As part of our curriculum, pupils have **controlled** access to the Internet and learn to use libraries, databases and information sources on a wide variety of topics. We recognize that some inappropriate material on the Internet may be accessed either intentionally or by accident. To guard against this we use a filtered service provided by Securly, which regularly monitors web sites and automatically blocks student access to inappropriate materials. Our goal is to teach students the importance of responsible use of the web as well as to provide basic rules to maintain the privacy of students. At all times, **pupils must agree to follow the** *Student Code of Internet Conduct* summarized at the end of this letter.

To ensure the privacy of your child, Hope Lutheran School will make sure:
- A student's last name is never published.
- Permission to publish work will always be gained from the student
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be posted on the Internet (such as personal phone numbers, home addresses, and individual pictures with the student's first and last names.)
- If a class picture is posted, it may mention names but not where individuals are standing in the picture.
- Class pictures will generally include at least a group of students.
- If individual student pictures are posted, they will not include names.
- Personal web pages will not be published from school. When web pages are published, they will be based on the classroom curriculum.

To grant your son/daughter permission to use and to contribute to the Internet please read and discuss the *Student Code of Conduct for Internet Use* and **return the attached form, which must be signed by both parent & child, to the school office**. The Internet will be available to all Hope Lutheran School students during scheduled teaching activities and during before and after school care. If you have any further questions, please do not hesitate to contact the school office or Doris Stava at stava@hopelutheran.org.

CODE OF CONDUCT FOR USE OF THE HOPE LUTHERAN SCHOOL'S INTERNET FACILITIES

This code of conduct applies at all times, both in and out of school hours, while using school equipment.

If your parent / guardian has signed and returned the permission form, Internet access will be provided for you to conduct research and to communicate with others, but only with the understanding that you will follow this code.

THE CODE

You must:

√	*Only access sites that are appropriate for use in school.*
√	*Be aware that others can see your actions on the Internet.*
√	***Log off from your personal device at all times.***
√	*Be careful of what you say to others and how you say it.*
√	*Treat others, as they would expect to be treated.*
√	*Respect copyright and trademarks. You may not use the words or pictures that you see on an Internet site without giving credit to the person who owns the site. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*

You must not:

X	*Send, access or display offensive messages, language, or pictures.*
X	*Download files without the prior permission of your teacher. Files could have viruses that damage the computer equipment as well as cause delays for other users of the Internet.*
X	*Complete pop-up questionnaires or subscription forms for yourself or others. These may ask for personal information that will affect your privacy.*
X	*Instant message.*
X	*Eat food or drink while using a technology device.*
X	*Intentionally waste resources such as excessive printing.*

Please note:

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access. Students need to be aware that some material on the Internet is protected by copyright laws and where this has been infringed, external agencies may become involved.

INTERNET PERMISSION FORM – 2017-2018

Internet use to be completed by the pupil:

Name_____ Date_____

My parents and I have read the Code of Conduct for Internet Use and I agree to follow it.

Signature_____

Internet use to be completed by the Parent / Guardian:

As parent or guardian, I have read, discussed and explained the Code of Conduct to my son/daughter. I grant permission for the pupil named above to access the Internet. I understand that if he/she fails to follow the Code of Conduct for Internet Use access will be withdrawn and I shall be informed of this and any further appropriate action, which may be taken.

I consent for Hope Lutheran School to publish articles (including photographs) produced by my child on the school website. I understand that no child's work will ever be used without his/her permission. I am aware that no personal information will be made public and that the school will maintain strict confidentiality of personal information.

Parent / Guardian Signature_____