



West Lothian  
Council

## Windyknowe Primary School

**Head Teacher: Mrs R. Angus**  
Windyknowe Crescent  
Bathgate  
West Lothian  
EH48 2BT  
Scotland

*Tel: 01506 652083*

*Fax: 01506 634669*

### The use of ICT and the Internet in Windyknowe Primary

Information and Communications Technology (ICT) is a term used to describe computers and display facilities, software, specialist hardware, technology based recording and processing systems for sound, still and moving images, graphic calculators and other associated communications facilities. In Windyknowe Primary we use ICT equipment to support effective Learning and Teaching.

The use of ICT is an integral part of the curriculum which enables pupils to access information and resources available on local and world wide networks and to gain ICT skills essential in our society. However, within this wide range of information there may be material or communications that neither the school nor the parents/carers would consider appropriate for pupils to access.

West Lothian Education Services implements software to provide protection from inappropriate material on the internet without impeding the acquisition of information. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items which make them feel uncomfortable.

We have set out some internet rules for pupils to help minimise the possibility of accessing inappropriate material or communications. We shall explain these rules to each pupil before they access the internet. We ask that you read these rules, for your own information, and also discuss them with your child.

#### Responsible Use Rules for Windyknowe Pupils

When I use the ICT and the Internet, I agree that:

I will not try to find material that could be considered inappropriate

I will not use ICT or the Internet in such a way that would disrupt its use by others

I will tell a member of staff if I find a page, picture or message that makes me feel uncomfortable

I will not communicate my address or phone number, or those of others

I will not post or send any messages or pictures which will make others feel threatened or uncomfortable

I will not post or send pictures of myself or others on the internet or via email

I will remember that electronic mail (e-mail) is not guaranteed to be private

I will not swear or use rude or threatening words

If I do not follow these rules I understand I may not be allowed to access the Internet and the school may take further action.

The following links are to sites which provide great information on how to stay safe online:

<http://www.thinkuknow.co.uk/>

<http://www.besafeonline.org>

<http://www.kidsmart.org.uk/>

I would be obliged if you would sign and return the slip below to acknowledge receipt of this letter and should you wish to discuss the use of ICT and the Internet, please do not hesitate to contact me in school.

Yours sincerely

Mrs Rita Angus  
Head Teacher



**Windyknowe Primary School**

**Internet Rules**

I acknowledge receipt of your letter giving West Lothian Education Services guidelines and rules with regard to the Internet.

Name of child \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_