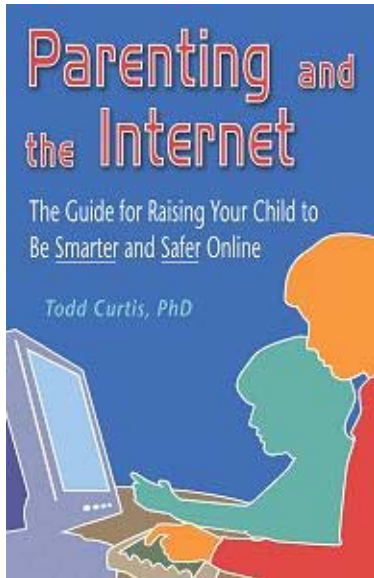


Family Forms Pack

(For Use with the Book *Parenting and the Internet* at <http://books.speedbrake.com>)



When it comes to managing how your children and family use the Internet, it helps to have some things written down on paper. For example, every family should have rules about how everyone in the family should behave when it comes to using the computer or going online. Also, keeping track of user names, passwords, locations of flash drives, and other computer related information is easier if you have it all in one place.

Speedbrake Publishing has provided a convenient Family Forms Pack that includes the kind of documentation that any family can use to help make their online lives less confusing. Feel free to download this PDF file and to print out as many copies of it as you need. These are the same forms mentioned in the Todd Curtis book *Parenting and the Internet*. Using these forms will make it easier for you to help maintain your parental authority over your children's online activities, help you maintain your family's privacy online, and help maintain your family's security and the security of your valuable data.

The following forms and documents are included in the Family Forms Pack, available at <http://forms.speedbrake.com>:

- Ground Rules for Using the Computer and for Being Online
- Sample Internet use agreements for an older child
- Sample Internet use agreements for a younger child
- List of Online Activities
- List of Data Storage Devices and Locations
- List of Additional Software

TO ORDER THE BOOK

U.S. Book Orders: For delivery to U.S. addresses only, you can order from Speedbrake Publishing for \$16.95. Visit the order page at <http://orders.speedbrake.com>.

International Orders: Speedbrake Publishing does not ship to addresses outside of the U.S., Amazon.com may be able to do so. To order for \$19.95, go to <http://www.speedbrake.com/orders/overseas.htm>.

Ebook Orders: The ebook can be downloaded immediately after you pay for your order. Purchasing the ebook also gives you the right to make copies for use by your immediate family. To order for \$9.95, go to <http://speedbrake.com/orders/overseas.htm>.

Ground Rules for Using the Computer and for Being Online

As you become more familiar with how you and your child use the computer, you will come up with rules on what your child is allowed to do online. The following list suggested rules are ones that would best fit the philosophy of this book. If you have ideas for additional rules, write them down in the spaces provided at the end of the list.

1. Parents make the rules when it comes to using the computer and the Internet.
2. Parents should respect a child's privacy, but any parent has the right to look at any file or get into any account at any time, so parents need to know every password, user name, or screen name of every account or service that a child uses.
3. Parents must approve of any software that will be added to any computer at home.
4. The rules apply at home and away from home.
5. Being online is a privilege, not a right.
6. Everyone should do their best to protect their personal privacy, and the privacy of others.
7. Everyone should do their best to stay safe online.
8. Everyone should help each other learn about computers and the Internet.
9. Don't do anything online that you want to keep a secret or that will embarrass you if made public.
10. If something unexpected or scary happens while you are online or on the computer, tell someone.
11. _____
12. _____
13. _____
14. _____
15. _____

Sample Agreement for an Older Child

General Rules

- I understand which sites I can visit and which ones are off limits.
 - I will follow these same rules when I am at home, in school, at the library, or at a friend's home.
 - If I come across something that is off limits or that is potentially dangerous, I will tell my parents or another responsible adult.
 - I promise to use computers and the Internet to help me and my family pursue the following goals or values:
-

Privacy

- I will not give out my name, address, telephone number, or any other personal information about my family or myself to anyone online without my parents' permission.
- I will not hide anything about what I do online from my parents. If my parents ask, I will let them look at any file I have on any computer, in any online account, or on any data storage device.
- I will not order or buy anything online without getting my parents' permission.
- I will not post anything online without my parents' permission.
- I will not download any file without getting my parents' permission.
- I will not send a picture or other file to anyone else unless I get my parents' permission.
- I will tell my parents the user name, password, or any other information they need to get into any online account or online service that I have.

Security

- I will not install any software on any computer without getting my parents' permission.
- I will not open any file sent to me unless I get my parents' permission.
- I will allow my parents to access any account or look at any of my data any time they ask.
- I will not keep any secrets from my parents when it comes to what I do online.
- I will not meet or agree to meet in person anyone I have only met online unless I have my parents' permission.
- I will be careful when I use the family's computer equipment.
- I will not let someone else use any of the family's computer equipment, without first getting my parent's permission.

Online Behavior

- I will not use the Internet to bully anyone or to embarrass anyone.

Sample Agreement for an Older Child (continued)

I have read and understood these rules. (Signed by child)

I promise to do my part by being fair and reasonable when it comes to these rules. (Signed by parent).

Date

Sample Agreement for a Younger Child

- I will not go online alone. If I am online, I must be with a parent or another responsible person.
- If my parents say that I can't do something on the computer, I will obey them.

(Signed by child)

I promise to help my child learn about the Internet.
(Signed by parent).

Date

List of Online Activities

Use this list to keep track of the online activities of family member. Most, but not all, online activities can only be used with some combination of a user name, screen name, or password. Sometimes the user name may be the same as the contact e-mail. Use this list when reviewing family activities for potential privacy, security, and accessing inappropriate content.

This listing of account information is for _____

Activity Name			
Activity Type		Web Location	
User Name or Screen name		Password	
Contact e-mail		Notes	

Activity Name			
Activity Type		Web Location	
User Name or Screen name		Password	
Contact e-mail		Notes	

Activity Name			
Activity Type		Web Location	
User Name or Screen name		Password	
Contact e-mail		Notes	

Activity Name			
Activity Type		Web Location	
User Name or Screen name		Password	
Contact e-mail		Notes	

List of Data Storage Devices

Use this list to record where your family keeps programs or data other than the computer. Storage types would include flash drives, CD-ROMs, portable music players, or any other kind of device that has data and other information that is important to the family. Examples of data types include software, backup data files, audio CDs, data CDs, and data DVDs.

Storage Device		Owner	
Data Type		Location	
Notes			

Storage Device		Owner	
Data Type		Location	
Notes			

Storage Device		Owner	
Data Type		Location	
Notes			

Storage Device		Owner	
Data Type		Location	
Notes			

Storage Device		Owner	
Data Type		Location	
Notes			

List of Additional Software

Use this list to record basic information on software that you add to you system. This is especially valuable if you download software from an online source and do not have any paper documentation to go with the software.

This listing of software is for this computer _____

Program Name		Online support	
Purpose		Date Added	
Notes		Cost	

Program Name		Online support	
Purpose		Date Added	
Notes		Cost	

Program Name		Online support	
Purpose		Date Added	
Notes		Cost	

Program Name		Online support	
Purpose		Date Added	
Notes		Cost	

Program Name		Online support	
Purpose		Date Added	
Notes		Cost	