



**Headteacher Mrs E Nicholls BA MA NPQH**

Dear Parent/Guardian

## SCHOOL INTERNET ACCEPTABLE USE POLICY

As part of the school's ICT programme, we offer pupils access to the internet. Before the school allows students to use these facilities, they must obtain parental permission. Both pupils and parents must sign and return the reply slip below as evidence of their acceptance of the school's Internet Acceptable Use Policy. The policy is on the reverse of this letter.

Various projects have proven the educational benefits of internet access, which enable pupils to explore a wide range of information sources throughout the world. Although there are concerns about children having access to inappropriate material via the internet, the school takes a range of measures to minimise these risks. A filtering system is in operation which restricts access to inappropriate materials, and this is reinforced by the ICT staff who teach the safe and appropriate behaviours to adopt when using the internet, email and other technologies.

Although internet use is supervised and filtered within our school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. As with any other area, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources at home. The school therefore supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, and films.

If you decide to support your child's application for access to the internet, please read the Internet Acceptable Use Policy overleaf with your child, sign and return the reply slip below.

Yours sincerely

I G Gomersall  
Deputy Headteacher (Curriculum)

N.B. *Please ensure your child has signed their section on the reverse of this slip*

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*Ripley St Thomas Church of England High School  
Ashton Road, Lancaster LA1 4RS  
Telephone 01524 64496*

## SCHOOL ICT NETIQUETTE POLICY

I have read the School's Internet Acceptable Use Policy, and I agree to my child signing the policy agreement.

Signed ..... Date .....

Parent/Guardian of ..... (Name of child)



**For all Staff and Pupils**

The computer system is owned by the school and is made available to pupils to further their education, and for staff to develop curriculum material, management and administration.

The school reserves the right to examine or delete any files that may be held on its computer system, and to monitor all email & Internet sites visited.

The school will endeavour to ensure that pupils and staff will only be able to access approved sites.

Visits to unapproved sites by pupils will mean that the Headteacher, and parents will be informed and the pupils will be locked out of the system.

Visits to unapproved sites by teachers will be notified to the Headteacher and Governing Body for action.

All pupils and all staff must sign a copy of this Acceptable Internet Use statement and return it to the Network Manager.

All Internet activity should be appropriate to the curriculum requirements of pupils and staff.

All websites have to be approved by the Network Manager in conjunction with the Internet provider before they can be used/accessed.

Access should only be made through the authorised account and password, which should not be made available to any other person.

Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden.

Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.

Use for personal shopping, financial gain, gambling, political purposes or advertising is forbidden.

When using e-mail, good professional levels of language and content shall apply. All offensive words of any description are forbidden. All communications shall comply with good equal opportunities and non-discriminatory practices.

Use of the network to access unsuitable materials of a sexual nature, racist or any kind of offensive material is forbidden.

This policy is to protect all parties, namely the school, all pupils and all staff.

To be completed by Pupil	NETWORK MANAGER USE ONLY
Pupil Name .....	Access Granted .....
Pupil Signature .....	Status .....
Date .....	Date .....