

Dear Parent/Guardian

Ripley Online Safety and Internet Acceptable Use Policy

As part of the academy's curriculum, we offer pupils access to the internet. Before the academy allows pupils to use these facilities, we require both pupils and parents to signify their acceptance of the academy's Online Safety Charter and Online Safety Rules.

Various projects have proven the educational benefits of internet access which enables 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 academy takes a range of measures to minimise these risks. All network and internet access is monitored and the logs are reviewed periodically. 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 academy, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal or potentially offensive to some people. The academy cannot be held responsible for the content of materials accessed through the internet. Furthermore, the academy will not be liable for any damages arising from use of the internet facilities.

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.

At the academy, 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.

We hope you will read through the attached E-Safety Rules & Charter with your child so they understand what is appropriate and acceptable in the academy.

Yours sincerely

I G Gomersall
Director of Operations



Ripley St Thomas Church of England Academy

Online Safety Charter

You have the right:

- to enjoy the internet and the benefits it offers
- to feel safe when using computers and other technologies
- to be safe from online bullying and the right to report it
- to explore the internet and to question any information you find
- to keep information about you private and to tell people only what you want them to know about yourself
- to decide whether or not you wish to communicate with someone, either online or through other digital technologies
- to choose whether to fill out forms or answer questions you find on the internet
- to object to being filmed or photographed by anyone using cameras, web cams or mobile phones
- to object to any videos or images of yourself being placed on the internet, and to request that they are removed
- to object to your work being used by other people
- to be educated about safe use of the internet

You have the responsibility:

- to use the internet sensibly, legally and not to the detriment of others
- to use technologies legally and respectfully and to inform the relevant authorities, should you encounter inappropriate, illegal or harmful content
- to treat others with respect and to report online bullying; do this safely, sensibly and legally and check any information before using it
- to provide information that is not misleading, to keep your own data safe and not to misuse any information you have about others
- to be respectful when communicating with others electronically and you should always inform a responsible adult if something makes you feel uncomfortable or you become suspicious of another user's behaviour; do this accurately and legally
- to protect yourself, by behaving in a way that will avoid embarrassment when videos and photographs are being taken
- to use images and videos of yourself and others in a respectful and legal manner
- to ensure you have permission to use other people's work
- to put this education into practice both in and beyond the academy



Ripley St Thomas Church of England Academy

Online Safety Rules

These Online Safety Rules help to protect students and the academy by describing acceptable and unacceptable computer use.

- The academy owns the computer network and can set rules for its use. Pupils and parents agree that use of these facilities is bound by the rules of the academy.
- It is a criminal offence to use a computer or network for a purpose not permitted by the academy. Activity that threatens the integrity of the academy ICT systems, or activity that attacks or corrupts other systems is forbidden.
- Irresponsible use may result in the loss of network or internet access, which will be detrimental to the child's progress at academy.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and internet use must be appropriate to education and curriculum usage.
- All websites have to be approved by the Network Manager in conjunction with the internet provider before they can be used/accessed.
- The academy 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 Principal 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 Principal and Governing Body for action.
- Copyright and intellectual property rights must be respected.
- Anonymous messages and chain letters are not permitted.
- When using e-mail, messages must be written carefully and politely, using high standards of language and appropriate content, particularly as email could be forwarded to unintended readers. All offensive words of any description are forbidden. All communications must comply with good equal opportunities and non-discriminatory practices. Students must use the academy email system to contact any member of staff and vice-versa.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging. Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- The academy ICT systems may not be used for private purposes, unless the Principal has given specific permission.
- Use for personal shopping, financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The academy exercises its right to monitor the use of the academy's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the academy's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery, sound or other materials.