



Dear Parent/ Carer,

In support of our Remote Learning offer, we have set up Student email addresses so that Students can contact their class teachers to discuss Homework or seek additional support should they need to. You son/ daughter’s email address can be found below.

<p>NAME OF STUDENT:</p> <p>EMAIL ADDRESS:</p>

The password to access this will be Students’ usual computer password that they have created in school.

Students will need to **access outlook in school first and log in using their email address and school password**. Then, they will be able to access Outlook 365 at home at any time.

As always, **we expect Students to use their email addresses sensibly and responsibly and only to send Staff emails between the hours of 8 am and 6 pm** so that we are being considerate of Students’ and Staff well-being and so that we can support them in managing their workload effectively.

On the reverse of this letter is our **‘Acceptable Use Policy for Internet and E-mail at Home’**. Please ensure you have read through this with your child and that you understand the agreement.

If, however, you do not wish for your child to use their school email address, please sign below and return.

If you do not respond in writing, we will accept that you wish for your child to use their school email address and they have agreed to follow the expectations for acceptable use.

.....

I do not consent to my child accessing their school email address because:

.....
.....

Signature Parent/ Carer: **Date:**



St Philip Howard Catholic Voluntary Academy
Sunlaws Street, Glossop, SK138DR
info@sph.academy
Company Number 7937154



**St Ralph
Sherwin**
Catholic Multi Academy Trust

Acceptable Use Policy for Internet and E-mail at Home:

- Students must obtain the permission of parent(s)/carer(s) before they can be allowed to use the Internet or educational Email service. The Parental Permission Form must be returned to school giving or denying access.
- Students should only use the school computer systems for those activities and services (Internet and Email) which they have been given permission to use.
- Activities which use the Internet for Homework will be directly related to school work. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines for its use.
- Students must only use the user name and password that they have been given by the school for access to Century, Seneca, VLE and Outlook.
- Students should not download and use material or copy and paste content which is subject to copyright. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.
- The Internet access provided at SPH Academy is filtered to stop access to unsuitable material. However, when at home, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should students attempt to view, upload, download or send any material that is likely to be unsuitable for children or schools. Students have a responsibility to inform the member of staff/ the parent/ carer supervising them if they have accidentally accessed inappropriate content.
- Students must respect the privacy of files of other users.
- No files on any media created at home can be used on systems in school unless they have been virus scanned.
- The school E-mail service for pupils is provided for educational use only. The mail service is only to be used in accordance with the school's policy and procedure. Where your child has been allocated an individual account, it is important that they understand that all mail sent using this system is automatically screened for inappropriate language or content. Any mail found to contain such language or content will be re-routed to the E-Safety Officer and / or Assistant Head for disciplinary action which may include informing parents where deemed appropriate.
- Parents are asked to explain and reinforce the importance to their child of these rules for the safe use of the Internet.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the computers at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school and home facilities.
- Consequences from the Academy in school (Detentions, Emmaus, FTE, PE) as a result of Students' inability to use remote access tools safely and for educational purposes, depending upon severity.