

Monday 12th September 2011

Dear Parents,

Safe and Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Archibald First School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. The use of the Internet is now a statutory part of the National Curriculum. Please would you read the attached 'Safety on the Internet and Responsible Use of Computers Rules', Whilst we recognise that these may appear complex to the younger members of our school, we also ask that you discuss these rules with your child in terms that they will understand such as the 'Think then Click' version.

All children from Year 1 to Year 4 participate in age appropriate lessons regarding how to stay safe when using information technology. These lessons happen throughout September in each class. The children are taught the '5 smart rules' for staying safe when using technology from Childnet International (<http://www.kidsmart.org.uk/beingsmart>). The children in Reception will be take part in E-safety lesson at the end of the summer term.

For more information regarding how to keep your children safe when using the Internet you can visit www.childnet-int.org or <http://thinkuknow.co.uk/parents/>.

The cartoons on http://www.thinkuknow.co.uk/5_7/hectorsworld/ are a superb way to introduce the concepts of e-safety and you may enjoy watching these with your children at home to reinforce the messages given at school along with meeting Lee and Kim at http://www.thinkuknow.co.uk/5_7/LeeandKim/. Whilst http://www.thinkuknow.co.uk/8_10/ may appeal more to older children or siblings at home.

School Website

Including images of pupils and pupils work in school publications such as the school newspaper, and on the school website can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.

At Archibald First School we take the issue of child safety very seriously, and this includes the use of images of pupils. Schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact. This means that we will never include the name of the pupil alongside an image or piece of work on our website. A first name may be included within the school newspaper. Any use of pupil images and work at Archibald is underpinned by our E-Safety Policy.

We are asking parents and carers to inform school in writing if they **do not give permission** for their child to have photographs and/ or work published on the school website or in the school newspaper. If a letter of confirmation declining permission **is not** returned to school by the end of September we will presume that you grant permission for these actions.

Should you wish to discuss any aspect of Internet use please telephone school to arrange an appointment.

Yours sincerely

Rebecca Turner
Deputy Head Teacher and ICT co-ordinator

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Think then Click

E-Safety Rules

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.



SAFETY ON THE INTERNET AND RESPONSIBLE USE OF COMPUTERS

- *I will use only my own network login and password, which is kept secret.*
- *I will only look at or delete my own files.*
- *I understand that I must not bring software or disks into school without permission.*
- *I will never open or reply to e-mails from strangers. I will report all e-mails from unknown sources.*
- *The messages I send will be polite and sensible.*
- *I will never e-mail my password, address, telephone number, or school name to someone else, especially strangers.*
- *I will not download, use or upload any material that is copyright. If I do not have the permission of the author/owner I WILL NOT USE THE MATERIAL.*
- *I will not agree to meet up with an e-mail contact without my parents' permission.*
- *I will report any unpleasant material or messages sent to me.*
- *I will not enter competitions or contests in school time.*
- *In the interests of security, I understand that the school reserves the right to make a detailed log of all sites I have visited. Personal discs may also be checked for viruses and inappropriate material.*
- *I will not access newsgroups or chat rooms.*
- *I will not deliberately access unsuitable material and, should any I find any accidentally, I will tell the teacher.*
- *I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.*

Sanctions

In the case of pupils breaching the conditions the following sanctions may be enforced:

- Temporary or permanent ban on Internet use.
- Additional disciplinary action in line with school behaviour policies
- Parents and other external agencies may be contacted.

A note to parents:

It is recommended that parents using the Internet at home with children develop a similar set of rules and invest in appropriate security.