

E Safety guidelines

- ❖ Position the computer in a family area rather than in a child's room. Remember that games consoles and mobile 'phones also connect to the internet
- ❖ Use websites you have talked about and chosen with them or which have been recommended by teachers and use a child friendly search engine (see over)
- ❖ Only e mail people they know
- ❖ Ask permission before they open e mail from people they don't know
- ❖ Use a nickname rather than their own name when they are playing games on the internet
- ❖ Never give personal information – full name, address, 'phone number, pictures, school name etc about themselves or family members.
- ❖ Never agree to meet with people they have "met" online
- ❖ Only use a webcam with people that they know
- ❖ Tell an adult immediately when they see something that they are unhappy with

Facebook and other social media

Social media sites are used by millions of adults and they can be fun and informative. They have also been used by adults who abuse children posing as children.

Children under 13 years old are not supposed to have Facebook pages. Facebook encourages adults who come across pages that they know are owned by children to report them. Teachers, social workers or other adults who work with children would be irresponsible if they did not do so.

If your child is nearing 13 and you have agreed that they can have a Facebook page then make sure that they do not use their own name and picture and that they set the privacy controls to the strongest possible.



Your child, ICT and "E – Safety"

Information for Parents and Carers



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

Children increasingly use Information and Communication Technology (ICT) in schools and at home. This guide explains how they use ICT at school, how they can use the internet safely at home and where to get further information to help your children to stay safe online

Helpful websites

www.ceop.gov.uk

www.thinkuknow.co.uk

www.digizen.org

www.kent.gov.uk/esafety

At School ...

ICT is a subject area that is taught in separate lessons. ICT is also used across the curriculum to help learning in all other subjects. Children learn to use a wide range of skills including:-

- ❖ **Word Processing** – Using programmes such as Word to write letters, stories, news articles etc
- ❖ **Databases** – to record information about groups of objects ie minibeasts
- ❖ **Spreadsheets** - to create tables and charts and to see the effects of changing one part of a set of data
- ❖ **Desktop publishing** - To create posters and leaflets
- ❖ **Multimedia presentations** - to present, text, pictures, sound and video
- ❖ **Drawing** - to create pictures and designs
- ❖ **Internet** - to search for information
- ❖ **E mail** - to contact children in other schools
- ❖ **Digital cameras / Flip Video** – To record what they have done in class and on visits
- ❖ **Electronic sensors** - to record changes in light, sound and temperature
- ❖ **Control** - to give instructions to make something happen
- ❖ **Simulations** - To explore real and imaginary situations using programs such as Scratch
- ❖ **Website publishing** - To present ideas over the internet
- ❖ **Video conferencing** - To share ideas or to ask an expert

The school has its own website and Virtual Learning Environment (VLE). Every child can log on to their class space or personal space and take part in Forums or contribute to Wikis. We encourage all parents and carers to look at the website and VLE with their children.



At Home ...

Using ICT at home can help to improve children's learning through: using word processing to complete homework and personal learning assignments, contributing ideas to Forums, Wikis etc on the VLE about topics they are studying in class and playing games and looking at website that teachers have suggested to help with learning particular skills.

We are beginning to add more and more useful games on the Kids Zone section of the website.

You can help your child to develop their ICT skills by encouraging them to:-write a letter to a friend or relative, send an email to a friend, draw a picture on screen, use the internet to search for information or to research a class topic and use interactive games such as the maths games on the school website and free downloadable games such as Timez Attack.



Do it safely!

On the back of this leaflet are some simple rules which will help you to keep your child safe online.

The main way in which you can help to keep them safe is to talk to them about the dangers of giving out too much information online and about the fact that, as well as being a brilliant way to learn about all sorts of things, the internet can also contain upsetting and very harmful information.

Some safer search engines which they could use instead of Google are:

www.askkids.com

www.kids.yahoo.com

www.bbc.co.uk/cbbc/search

www.nen.gov.uk/tandl