



# Barrowby Church of England Primary School















## E-Safety for Parents and Carers

**Please read this leaflet carefully, and share the information with your child.**

**You can find our full E-Safety Policy on our school website.**

### How your child uses ICT at school

ICT in schools is taught as a subject in its own right and also used to support and enhance children's learning across the curriculum. Children learn to use a wide range of ICT which may include:







-  **Controllable Robots** to give instructions and make something happen
-  **Drawing Programs** to create pictures and designs
-  **Word Processing** to write stories, poems or letters
-  **Desktop Publishing** to design posters, leaflets or cards
-  **Multimedia Presentation** to present text, pictures, sound and video
-  **Spreadsheets** to create tables, charts and graphs
-  **Databases** to record information, e.g. minibcasts
-  **Internet and CD-ROMs** to find information
-  **Email** to contact children and teachers in another school
-  **Simulations** to explore real and imaginary situations
-  **Digital Cameras** to record what they have done in class or on a visit
-  **Website Publishing** to present ideas over the Internet
-  **Video Conferencing** to share ideas or ask an expert.
-  **Electronic Sensors** to record changes in light, sound and temperature



### How you can help your child at home

ICT is not just about using a computer. It also includes the use of controllable toys, digital cameras and everyday equipment such as a tape recorder or DVD player.

Children can be helped to develop their ICT skills at home by:













-  using interactive games.
-  planning a route with a controllable toy
-  writing a letter to a relative
-  sending an email to a friend
-  drawing a picture on screen
-  using the Internet to research a class topic



Above all, discuss with your child what they are using the computer for.

## How can I keep my child safe online at home?







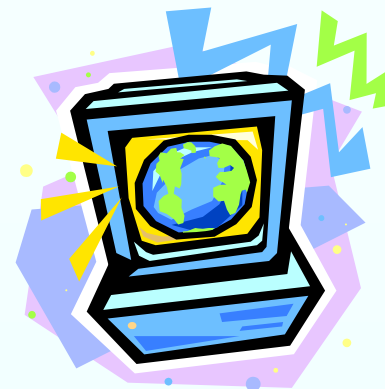
-  Maintain an open dialogue with your child and encourage them to talk to you about their internet use: for example who they're talking to, services they're using, and any issues they may be experiencing. Children should ask permission before using the Internet and discuss what websites they are using.
-  Create a family agreement to establish your children's boundaries, and your expectations, when on the internet. Children should only use websites you have chosen together or through a child friendly search engine.
-  Give your child strategies to deal with any online content that they are not comfortable with – such as turning off the screen, telling an adult they trust and using online reporting facilities.
-  Consider using filtering software to block unwanted content. In addition to filtering, remember that discussion with your child, and involvement in their internet use, are both effective ways to educate them about the internet.
-  Encourage your children to 'think before you post.' Online actions can impact not only yourself but the lives of others. Content posted privately online can be publicly shared by others, and may remain online forever.
-  If you take photographs at a school event which include children other than your own, don't upload them onto social networking sites. Don't post pictures of staff, or discuss school matters on social networking sites.
-  Understand the law. Some online behaviour may break the law, for example when downloading or sharing content with others. Be able to recommend legal services.
-  Familiarise yourself with the privacy settings and reporting features available on popular sites and services.
-  If your child is being bullied online, save all available evidence and know where to report the incident, for example to the school, service provider, or the police if the law has been broken.
-  Familiarise yourself with the age ratings for games and apps which can help to indicate the level and suitability of the content.
-  Set up a family email address that your children can use when signing up to new websites. Children should only email people they know, ask permission before opening an email sent by someone they don't know.
-  Encourage your children to use avatars or nicknames (where possible) instead of their full name online, to protect their personal information, and create strong passwords for every account.

## Benefits of using ICT at home

### How we know that using ICT at home can help

Many studies have looked at the benefits of having access to a computer and/or the Internet at home. Here are some of the key findings:

-  used effectively, ICT can improve children's achievement
-  using ICT at home and at school develops skills for life
-  children with supportive and involved parents and carers do better at school
-  children enjoy using ICT



### The internet – an inspiring and positive place

The internet is an amazing resource which enables children and young people to connect, communicate and be creative in a number of different ways, on a range of devices. However, the internet is always changing, and being able to keep up to date with your children's use of technology can be a challenge. You may sometimes feel that your children have better technical skills than you do, however children and young people still need advice and protection when it comes to managing their lives online. Issues that your child may encounter on the internet will vary depending on their age and online activities. We have grouped potential online risks into these 4 categories.

#### Conduct:

Children need to be aware of the impact that their online activity can have on both themselves and other people, and the digital footprint that they create on the internet. It's easy to feel anonymous online and it's important that children are aware of who is able to view, and potentially share, the information that they may have posted. When using the internet, it's important to keep personal information safe and not share it with strangers. Discuss with your child the importance of reporting inappropriate conversations, messages, images and behaviours and how this can be done.

***Prior to children accessing the internet; or internet gaming via X-Box etc., parents should discuss with their children what they would do, if someone posted, e-mailed or verbalised (while on-line gaming) a comment they deemed inappropriate or hurtful i.e. report to parent and/or teacher and appropriate action taken; or what they would do if they were asked for personal details e.g. name, age, school, address etc. i.e. no personal details should ever be shared on-line.***

#### Content:

Some online content is not suitable for children and may be hurtful or harmful. This is true for content accessed and viewed via social networks, online games, blogs and websites. It's important for children to consider the reliability of online material and be aware that it might not be true or written with a bias. Children may need your help as they begin to assess content in this way. There can be legal consequences for using or downloading copyrighted content, without seeking the author's permission.

***Any internet access, by a pupil of our school (4-11 years old) should be supervised by an adult; use of age appropriate chat rooms e.g. Moshi Monsters should be regularly monitored by Parents. The recommended age for pupils using Facebook is 13 years old and would therefore be deemed unsuitable for primary age pupils.***

### Contact:

It is important for children to realise that new friends made online may not be who they say they are and that once a friend is added to an online account, you may be sharing your personal information with them. Regularly reviewing friends lists and removing unwanted contacts is a useful step. Privacy settings online may also allow you to customise the information that each friend is able to access. If you have concerns that your child is, or has been, the subject of inappropriate contact or approach by another person, it's vital that you report it to the police via the Child Exploitation and Online Protection Centre ([www.ceop.police.uk](http://www.ceop.police.uk)). If your child is the victim of cyber bullying, this can also be reported online and offline. Reinforce with your child the importance of telling a trusted adult straight away if someone is bullying them or making them feel uncomfortable, or if one of their friends is being bullied online.

***Access to age appropriate on-line gaming and internet should be limited, to avoid excessive usage; any fireguards and/or parental controls should be enabled prior to use. The school behaviour policy can be found on the school website.***

### Commercialism:

Young people's privacy and enjoyment online can sometimes be affected by advertising and marketing schemes, which can also mean inadvertently spending money online, for example within applications. Encourage your children to keep their personal information private, learn how to block both pop ups and spam emails, turn off in-app purchasing on devices where possible, and use a family email address when filling in online forms.

***Up to date security software/protocols should be installed and Parents/carers should inform their children that they will periodically check internet search histories and follow through e.g. monthly.***

*Protect never too late to tell someone.*

## Five **SMART** rules for children:



**S**afe: Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password. Never tell someone who you don't know where you go to school .

**M**eet: Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

**A**ccepting: Accepting emails, messages, or opening files, images or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

**R**eliable: Someone online might lie about who they are and information on the internet may not be true. Always check information by looking at other websites, in books, or with someone who knows. If you like chatting online it's best to only chat to your real world friends and family.

**T**ell: Tell a parent, carer or a trusted adult if someone, or something, makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.