



St. Peter's C.E. Primary Academy

Inspiring, educating and developing children – promoting learning for life

Guide to ICT use and E-Safety in and out of school



What do we use ICT for?

What ICT stuff do we do at school?

Word Processing to write stories, poems or letters

Databases to record information, e.g. minibeasts

Spreadsheets to create tables, charts and graphs

Desktop Publishing to design posters, leaflets or cards

Multimedia Presentation to present text, pictures, sound and video

Drawing Programs to create pictures and designs

Internet and CD-ROMs to find information

Digital Cameras to record what we have done in class

Controllable Robots to give instructions and make things happen



How can children develop ICT skills at home?

- ☐ 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
- ☐ planning a route with a controllable toy
- ☐ using interactive games.

What are the benefits of using ICT at home?

- ☉ improves their ICT skills
- ☉ offers them choice in what they learn and how they learn it
 - ☉ supports homework and revision
 - ☉ improves the presentation of their work
- ☉ connects learning at school with learning at home
 - ☉ makes learning more fun.



Being safe when using technology

The internet is a key part of education and the social lives of children nowadays, giving them so many opportunities via computers, games consoles and mobile phones, enabling our children to be able to access the internet whenever and wherever they like.

But this poses some questions :

How can we ensure that our children are safe?

What risks do they face?

If we can think about and answer these questions, then we are able to support our children in having positive experiences when using technology.



What risks do we face?



⇒ **Cyberbullying**

- Bullying that takes place via technology, for example sending and receiving hurtful text messages or emails from another individual. This can also include posting lies or unwanted pictures about someone on social networking sites and chat rooms. This bullying can happen any time and anywhere making it difficult to combat and very distressing for the victim.

⇒ **Social networking and Inappropriate contact**

- People may try to make contact with a child via social networking sites, pretending to be someone else or showing inappropriate interest to gain information or manipulate a child.

⇒ **Uploading content**

- Anything that is posted online can be copied and altered by anyone who is using the internet, making it impossible to 'take back' anything. If a child creates and posts any inappropriate, offensive or illegal content then they could get into serious trouble. And, also it needs to be remembered that any content that is uploaded can be accessed by others and so could be altered and used in ways in which it wasn't originally intended.

⇒ **Identity Theft**

- Getting hold of someone's personal details and impersonating them for financial gain.

⇒ **Inappropriate and harmful content**

- The internet is open for anyone to access and post content onto, so sometimes your child may see things that are inappropriate for their age, such as pornographic images, race hate, pro eating disorders or gambling sites.

⇒ **Downloading**

- We want our children to have a full and enjoyable experience of the internet and this may mean downloading music, videos or documents. But they need to ensure this is done legally and only from reputable sources.

How can we solve the risks?

⇒ **Talk to your child**

- Spend some time talking to your child, finding out what websites they like to use and encourage them to share their internet experiences. You may want to sit with younger children and enjoy using the internet together. Encourage children to take responsibility for their own actions and develop their own judgement when using the internet. Always emphasise the fact that children need to talk to you or another trusted adult if they are concerned about any conversations, messages or behaviour they may experience when using technology.

⇒ **Parental Controls**

- Use internet filtering services, available from Internet providers such as Talk Talk, Sky or BT. These can help by restricting access to websites that may not be suitable for your child, they can tell you which sites your child is accessing and can restrict the amount of time your child is on certain sites. Internet filtering services give parents a lot of control as to what their child can see on the internet.

⇒ **Reporting inappropriate behaviour**

- In order to keep everyone safe when using the internet it is important to report any inappropriate behaviour or internet misuse. This should be done to school for any issues relating to cyber-bullying and actions against children by children within the school or directly to CEOP via their website for more serious issues. It is important that serious misuse of the internet is always reported.



Follow the SMART rules



S

Keep safe by being careful not to give out personal information either to people you are chatting with online or by posting it online where other people can see it.



M

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.



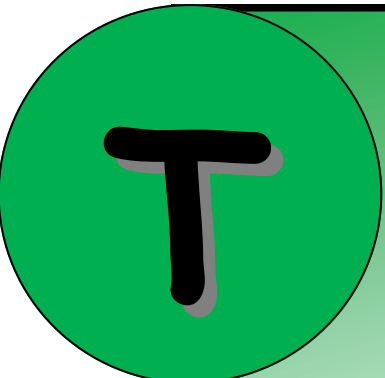
A

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems - they may contain viruses or nasty messages!



R

Someone online might lie about who they are, and information on the internet may not be reliable. Check information or advice with other websites, books, or someone who knows.



T

Tell your 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.

Useful Websites on E-Safety



<http://www.thinkuknow.co.uk/>

A website from The Child Exploitation and Online Protection (CEOP) Centre designed specifically for children, young people, teachers, parents and carers, to educate about safe internet use.



<http://www.childnet.com/>

A website aimed at directly addressing the issues of online child protection and children's safe use of the internet.



<http://www.getsafeonline.org/>

A beginners guide to Internet Safety, including a quiz and video tutorials about how to 'stay safe' online.



<http://www.bullying.co.uk/>

This website gives advice for children and parents about bullying, especially with regards to bullying by text message or email.



<http://www.kidsmart.org.uk/>

An award winning internet safety website for parents with excellent information on many of the technology and guidance on how to 'stay safe' online.

Acceptable Use Policy for Primary Pupils



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.



ZIP IT

To keep me safe whenever I use the internet or email, I promise...

to keep my username and password private and not to use anyone else's



BLOCK IT

to keep all personal information private

to block unknown links and attachments by not opening anything that I do not trust



FLAG IT

to report any messages or internet pages that are unsuitable or upsetting

to tell someone I trust if someone asks to meet me offline

When using computer equipment in school...

I understand that my behaviour will be checked

I will not play games unless I have permission

I will not open, copy, delete or change anyone else's files, without their permission

I will be polite and think carefully about how I talk to others online and what I say about them

I will not take, copy or send pictures of anyone without their permission

I will not try to upload, download or open any files, programmes or websites which are unsuitable or illegal

I will not try to get around the filtering or security systems

I will not install any programmes nor change the settings

I will not use chat and social networking sites unless I have permission from an adult

I will not copy other people's work and pretend it is my own

I will not try to download pirate copies of music, videos, games or other software

I will check that information I use from the internet is from a trusted website

If I break these rules...

I understand that the school's behaviour guidelines will be followed

I have read and understand this policy and agree to follow it.

Name of pupil _____

Signed _____ Date _____

I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet.

Parent/Carer signature _____ Date _____