

11 February 2019

Dear parents or carers of year 5 and 6 pupils,

Over the past few years, we have steadily increased the amount of technology that we use in school, with devices such as Google Chromebooks, iPads and Windows laptops becoming an important part of our curriculum. Our children regularly have the opportunity to use technology as a tool for learning, both in Computing and in other subjects, and this will only continue moving forwards.

It is therefore hugely important that we teach children how to use this technology responsibly and safely, especially as they will become increasingly independent when using ICT as they grow older and move up the school.

Every year, we plan to ask the children to read and sign our Acceptable Use Agreements, so that all pupils know what their responsibilities are when using school devices or their school accounts. We would like you to read this agreement with your children. It may be a good opportunity to talk about why it is important to use technology sensibly and safely.

We then ask that you **sign the Acceptable Use Agreement and return it to your class teacher.**

I am also happy to announce that the school will be running several Online Safety workshops for parents and that they will be taking place on **Monday April 1st** at 9am and then again at 6pm. These sessions will be run by Theresa Hughes. Theresa is an ex-police officer with expertise in Online Safety, and having heard her talk before, I know how powerful and useful these sessions will be. We do hope that you can attend.

Finally, I would like to take this opportunity to ask for your support with managing the children's use of messaging apps such as Whatsapp. We are experiencing an increase in problems caused by these messaging apps and we will continue to support our older children to use messaging apps responsibly. The age restriction for use of Whatsapp is 16, but if children do choose to message each other, it is important that they do so safely and sensibly. There are a number of websites with top tips for online safety that you may find useful. These can be found on the Grovelands website under 'Parents'. We appreciate your support with this.

Many thanks,
Mr Daniel Tuck



Head of School

Pupil ICT Acceptable Use Policy (AUP)

I will only use my own school email address when emailing at school.

I will only e-mail people I know, or my teacher has approved.

The messages I send, or information I upload, will always be polite and sensible.

I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.

If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult immediately.

I will not tell other people, other than my teacher or my parents, any of my ICT passwords or usernames.

I know that my use of ICT, including my email, can be checked and that my parent/carer contacted if a member of school staff is concerned about my 'E-safety'.

I will only use the school's computers and my Google account for schoolwork and homework and will not personalise it (including altering features of Google account).

I will not use school devices for on-line gaming, file sharing or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will use the school's computers with care, ensuring I do not damage them through carelessness or inappropriate use. I will report all damages or faults to an adult immediately.

I will carry only one device at a time around the school, make sure it is put away carefully and plugged into the charging case correctly.

I will only delete my own files.

I will not look at other people's files without their permission.

I will not bring files into school without permission.

I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be inappropriate.

I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends.

I will not arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

I understand that I will lose my ICT privileges if I choose not to follow these rules.

Please read carefully. Parent/Guardian and pupil to sign and return to class teacher.

Pupil Name (Print): _____ **Class:** _____

Pupil Name (Signed): _____

I have read this policy through with my child to make sure they understand it.

Parent Name (Signed): _____ **Date:** _____