

Westbury on Trym Church of England Academy Guide to Safe use of Information Technology for Parents and Children



THE PURPOSE OF THIS GUIDE

Children of today are increasingly using Information and Technology (IT) in schools, at home and on the move.

THIS GUIDE EXPLAINS:

- How your children are using IT in school.
- How using IT appropriately in the home can help children to learn.
- How children can use the internet safely at home and on the move.
- Where to access further information.....

Computing in schools is taught as a subject in its own right and also supports children's learning right across the curriculum. Within lessons, children learn to use a wide range of IT including:

- * **COMPUTER PROGRAMMING AND CODING**
- * **WORD PROCESSING**
- * **DATABASES**
- * **SPREADSHEETS**
- * **EMAIL**
- * **DIGITAL PHOTOGRAPHY**
- * **ANIMATION**
- * **VIDEO CONFERENCING**
- * **DRAWING PROGRAMMES**
- * **MULTIMEDIA PRESENTATIONS**
- * **DESKTOP PUBLISHING**
- * **INTERNET SEARCHING**

Please see the Academy website for further details about each year group's specific curriculum.

S M A R T

SAFE

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

MEETING

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.

ACCEPTING

Accepting emails, IM, 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!

RELIABLE

Information you find on the internet may not be true, or someone online may be lying about who they are.

TELL

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. You can report online abuse to the police at www.thinkuknow.co.uk or www.ceop.police.uk/

Refer to our own Academy website for additional sites and resources to help with e-safety at home. In particular we would recommend that all parents and carers regularly use the www.thinkuknow.co.uk

The internet offers our children wonderful opportunities, but, as with the real world, there are risks online and it's important that you teach your child how to navigate them. The model we use to guide us within the academy is :

Content: being exposed to illegal, inappropriate or harmful material

Contact: being subjected to harmful online interaction with other users

Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

Cyber bullying

Cyber bullying is when someone uses the internet or technology to bully someone else.

Because we use the internet and technology everywhere, this type of bullying can affect young people not just at school, but at home as well.

It can sometimes be really hard to identify who the bully is because they can block their number, email, or post text or images on websites anonymously. The nature of this bullying means it can have a large audience, many of whom may not even realise they are being bullies.

This kind of bullying can be evidenced. With cyber bullying you can save texts or print out emails / IM's / Webpages. This can be used as proof to catch the bully.

If you suspect or know that your child has been cyber bullied, make sure that they:

- * Do not respond to the bully.
- * Block contact with the bully.
- * Save relevant communication, such as texts, emails or webpage's.
- * Report the incident either to the website or service provider, your phone company, the Academy and, if it is persistent harassment, directly to the police.

Grooming

Sadly, an increasing number of people do attempt to make contact with children over the internet. This may be in via social networking sites, chatrooms or games. They could be pretending to be someone else, or showing a personal interest in your child.

It is important that children understand that people like this exist and that they should never share any kind of personal information or sign up to terms and conditions which require them to do this.

Grooming is a process of manipulating a child to gain control over them; as a parent or carer you should be approachable so that you create an environment in which your child is encouraged to and feels safe to share openly information about what they are doing online and who they are communicating with.

If you are concerned about someone's behaviour towards your child, you can report this directly to CEOP at <https://www.ceop.police.uk/>

The internet is open for anyone to post material on it; therefore sometimes your child may see things that they wish they hadn't, or are inappropriate for their age.

Parental controls can help reduce the risk of your child seeing age inappropriate sites. See <http://www.vodafone.com/content/parents/get-started.html> for specific guidance on how to set parental controls for different devices and sites.

However, no parental filters are 100% effective and inappropriate material can always slip through the net. You should encourage your child to tell you if they have seen anything that makes them feel uncomfortable or upset so that you can help them. If you think the content might be illegal, like inappropriate images of children and young people, you can report it directly to an organisation called the Internet Watch Foundation: www.iwf.org.uk. It's their job to make sure that things like this are taken off the internet.

Losing control over pictures and videos

Pictures and videos can be copied, shared and spread at great speed. What may have started as being posted for a few friends can very quickly end up in the hands of the entire school and beyond. Some young people have posted or sent pictures of themselves to a friends or even uploaded them to youtube and found them shared or used in ways that they had not imagined.

Gaming

Gaming can be a very important educational experience, however there is an increasing body of research demonstrating that spending too long gaming or engaging in inappropriate gaming can cause both physical and psychological damage to children.

This is an increasing area of concern for us within the Academy as children open describe how long they spend gaming and the types of games that they are playing.

The PEGI guidance found on all games, gives a clear indication as to the content of the game and the recommended age of players. Careful consideration needs to be given to the games that you as adults are playing on your own or in front of children in just the same way that you would consider accessing adult only material online, on the t.v. or via videos only once your children are asleep or not present.

SIMPLE RULES FOR KEEPING YOUR CHILD SAFE

- * Discuss very clearly with your children the rules and boundaries around the access of online materials including what and where they are accessed.
- * Become an active participant in your child's online world.
- * Model high standards of online behaviour yourself and discuss your decision making regularly with your child including use of webcams, Skype etc.
- * Be aware of the digital footprint that you leave online and what your children see or know you are doing yourself in terms of sharing personal information online.
- * Discuss with your child what you want them to do if they ever receives messages, files or attachments from unknown sources.
- * Discuss with your child the dangers of meeting someone they have "met" on the internet without talking to an adult first.
- * Enjoy the opportunities offered online through a shared partnership with your child.

