

13th November 2014

To parents and Guardians of children in Year 3 to Year 6

Dear Parents and Guardians

Developing Technology and 'Apps'

The speed in the development of information and communication technology means that, as parents and teachers, we can often find it hard to keep up with the latest trends, websites and apps that the pupils and those around them are using.

As you know we take very seriously our duty to educate the pupils to use these technologies sensibly, safely and to make the most of the advantages that they offer. However, on occasion, we feel it is important that we draw your attention to platforms we have come across that are being used which we consider will have a significantly negative impact.

Instagram

We have recently become aware that a number of pupils in Key Stage Two are using Instagram at home. Their terms and conditions state that to use Instagram you must be at least 13 years old to use the service.

Instagram is an online mobile photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos, and share them on a variety of social networking platforms, such as Facebook, Twitter, Tumblr and Flickr. Users can also apply digital filters to their images to transform the look and feel. The maximum duration for Instagram videos is 15 seconds.

We advise all parents to be aware of the apps that their child has on his/her mobile devices and how they are being used. It is important that we are all frequently reinforcing messages about safe and responsible IT use and the potentially serious problems that inappropriate behaviour online can cause. It is also very important that we are teaching the pupils the importance of setting tight security on anything that they post on any social network site.

We very much want to work in collaboration with parents on this crucial element of the education of their children and would be very happy to talk with you about any specific concerns you may have.

Listed below are a few of the many websites that are available giving useful information and advice:

www.thinkyounow.co.uk

www.saferinternet.org.uk

www.knowthenet.org.uk

You will be aware that this term we have launched SMART, which is an acronym from reminding children how to stay safe online. I have attached a copy of the agreement for your information and to remind everyone what the children have agreed to. Please be aware that by uploading certain photographs or sending inappropriate messages via Instagram pupils are potentially breaking the SMART agreement.

If you have any concerns or would like to discuss further please do not hesitate to contact me.

Yours sincerely



Mrs J. Shackel

Deputy Head

Lingfield Notre Dame School E-safety Agreement

KS2

At Lingfield Notre Dame School we follow the SMART acronym to help us to remember to stay safe online. In order to ensure that all the children are aware of the SMART principles, we have decided to ask them and their parents or guardians to sign an e-safety agreement every year which enables everyone to read, understand and discuss the principles, keeping them uppermost in our minds when we are accessing the Internet in School or at home. Pupils will be reminded regularly about the SMART principles during their Computing lessons, and, where appropriate through assemblies or PSHE and Citizenship time.

The SMART principles are:

- S** I will stay **SAFE** by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.
- M** **MEET**ing someone you have only been in touch with online can be dangerous. I will only do so with a parent or carer's permission and will take them with me. Remember, online friends are still strangers even if you have been talking to them for a long time.
- A** I will not **ACCEPT** and open emails, attachments or IM messages from people I don't know or trust. I know that these can contain viruses or nasty messages.
- R** I understand that information I find out on the internet may not be **RELIABLE** or true. I will check information by looking at other websites, in books, or with someone who knows. I also understand that someone I speak to over the internet may be lying about who they are.
- T** I will **TELL** my teacher or parent if something online makes me feel uncomfortable or worried, or if someone I know is being bullied online. If I see something on screen that I am unhappy with I will turn off or minimise the screen and tell a teacher.

Other rules:

- The messages I send will always be polite and sensible.
- I will only use the computers/iPADs with permission and as instructed by the teacher.
- I will keep my computer user name and password secret.
- I will not upload photographs of myself and/or my friends which have been taken in school or whilst we are in school uniform onto social media sites.

For more information and activities to try at home please visit:

<http://www.childnet.com/young-people> - activities and information for adults

<http://www.kidsmart.org.uk/> - activities for children and adults

<http://www.kidsmart.org.uk/beingsmart/> - rules

Please sign the agreement below and return it to your class teacher by Friday 12th September 2014.

I have read and discussed the Lingfield Notre Dame School e-safety agreement, and I agree that I will follow the SMART principles at all times when I am using the computers at School, or when I am communicating with other members of the School via the Internet from home.

Signed (Parent/Guardian)

Signed (Child)

Name of child

Form Date