

E-Safety Information for Parents & Carers



Why people today are increasingly using ICT in school and at home. At TBOWA, it is within our duty of care for our pupils to ensure that we inform parents and carers of the following:

- How pupils use ICT in school
- How using ICT at home helps pupils learn
- How the internet can be used safely at home
- Where to find out more information of how to be safe online

How your child uses ICT at TBOWA

ICT is taught as an individual subject, but also used in several lessons across our curriculum. Within lessons, pupils use a wide range of ICT including:

- Word processing (Word) to write essays, news articles or letters
- Databases (Access) to record information
- Spreadsheets (Excel) to create tables, charts and graphs
- Desktop Publishing (Publisher) to design posters, leaflets and cards
- Multimedia Presentation (Powerpoint or Movie Maker) to present text, pictures and video
- Adobe Creative Cloud 2014 (After Effects, Audition, Bridge, Dreamweaver, Edge Animate, Fireworks, Flash Professional, Illustrator, InCopy, InDesign, Media Coder, Photoshop, Prelude, Premiere Pro and SpeedGrade)
- Internet (Explorer and Chrome) to research for project work
- Email (Outlook) to contact friends and email work to teachers
- Video Conferencing (Skype) to share ideas or ask an expert
- Digital Cameras to record classwork, coursework or research from a trip
- Music Software to create compositions

Mobile devices including phones are not permitted at any time (even before or after school hours) on the Academy site. Phones can only be used once a pupil has exited the Academy site. Pupils and parents can communicate through Student Desk where pupils can make and receive calls/messages to/from parents regarding any issues.



We would recommend that you know all the passwords for your child's mobile phone and check this regularly.



John 10:10

I came to give life - life in all its fullness

High expectations - no excuses



Sapere Aude

How you can help your child at home



ICT not just about using a computer - it is the use of a mobile phone, digital camera, MP3 player or DVD player. Pupils can develop their ICT skills further at home by:

- Writing a letter or email to a relative
- Creating digital artwork or pictures
- Using the internet to research a project
- Using recommended websites to enhance learning e.g. BBC Bitesize

Benefits of using ICT at home

There are several advantages of having a computer and internet access at home. Some of these are:

- ICT can help pupils attainment
- Skills are developed for life
- Developing enjoyment of using ICT
- Able to access a wider range of learning materials
- Support homework and revision
- Improves presentation of their work

Whilst we encourage the use of ICT for pupils to learn and access a wide range of material, it is within our duty of care to advise parents and carers to carefully monitor your child's use of the internet. Despite many internet service providers offering filtering systems and tools to help safeguard your child, it is still surprisingly easy to access inappropriate material including text, pictures and films.

We would recommend that your computer is in a family area if possible and not in a bedroom. Also please remember that many mobile phones, games consoles and electronic readers do allow access to the internet.



Recommended rules for using the internet at home



- Use a pupil friendly search engine and websites that are recommended by teaching staff
- Only speak to people you actually know online
- Know how to report abuse and block those unwanted users
- Only use a webcam with people you know
- Report concerns to the Child Exploitation & Online Protection Centre (CEOP)
- Be aware of comments that are being made and can be viewed by others
- Tell an adult that you trust IMMEDIATELY if you feel unsafe online

These are your top tips to keep us all safe on the internet:

- Don't add people you don't know on social networking sites. You wouldn't talk to a stranger in the street, so why talk to them online?
- Don't upload photographs of yourself that are inappropriate or give information away about yourself. You don't know how these images will be used by others!
- Don't give away your personal details on the internet. You don't know who can access this information

Recommended websites for further information



www.ceop.gov.uk
www.thinkuknow.co.uk



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