



Cawston VC Primary School



Headteacher:
Mrs K Swann

Tel and Fax: Norwich 01603 871249
office@cawston-pri.norfolk.sch.uk
www.cawston-pri.norfolk.sch.uk

Aylsham Road
Cawston
Norwich
Norfolk
NR10 4AY

3rd May 2016

Dear Parents/Carers,

As part of our ongoing commitment to promoting effective E-Safety, Cawston Prmiary School have updated our E-Safety policy, which you can access on our school website or by visiting the school office. We have also updated our school 'Responsible Internet Usage Statement' which is attached and needs to be signed by all school pupils and returned to school. Please take the time to read this through with your child/ren and discuss any issues that may arise.

In the digital world that we live in it is essential to keep our children safe and sensible online and to that end we have invited Scott Lyons (Norfolk NUT Division Secretary) to deliver E-Safety training for parents on 19 May 2016 at 3.15pm. Childcare will be available through our Smiles afterschool provision for a small donation. We expect the training to last no longer than one hour. Refreshments will be provided.

We **strongly advise** that you attend as there will be essential information regarding how to keep your child safe online and how to stay as vigilant as possible in this new era of technology. Whilst we would all love to protect our children from the harsh realities of this digital age, we cannot shield them from having an online presence in the future as our way of life, the world of work and the way we communicate becomes increasingly based around new technology. We need to prepare our children to be alert, sensible and to know what action should be taken should something untoward occur.

As a staff we have all undergone recent training regarding E-Safety and it forms a large part of our Safeguarding policy. We have also appointed 2 'Digital Leaders' for each year group from Year 1 upwards, part of whose role includes being an E-Safety expert and role model.

We look forward to seeing you on Thursday 19th May at 3.15pm.

Yours sincerely

Mrs Swann and Miss Walsh (Computing and E-Safety coordinator).

Pupil's name

Class.....

My child has read, agreed to and signed the 'Responsible Internet Usage Statement'

Please tick if you are able to attend the essential E-Safety parent's training session on 19 May



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Responsible Internet Usage Statement.

- On a network, I will use only my own login and password, which I will keep a secret.
- I will not look at, amend or delete other people's files.
- I will only use school computers and tablets for school work and homework or for a school club.
- I will not put anything on a computer unless I have been given permission.
- I will ask permission from a member of staff before using the internet.
- I will not access the internet without a staff member being present.
- I will only email and send messages to people that I know, or my teacher has approved.
- The messages that I send will be polite and responsible.
- I will not use chatrooms or internet chat.
- When sending email I will not give my home address or telephone number and I will never arrange to meet anyone.
- I will ask permission before opening an email or an email attachment from someone that I do not know.
- I will remember that some material on the internet is copyright protected and I will not attempt to download or copy this material.
- I will only download files that I need for school work and I will get permission from a member of staff before downloading anything.
- If I see anything that I am unhappy with, makes me feel uncomfortable or if I receive any messages that I do not like I will immediately tell a member of staff.
- I know that the school may check my computer files and the internet sites that I visit.
- I understand that cyberbullying is a crime and is not tolerated in any place, especially a school.
- I understand that if I become aware of cyberbullying occurring to anyone else that I am obligated to report it to a member of staff.
- I understand that if I deliberately break these rules I could be stopped from using the computer, internet and email.

Signed..... Name.....
Date