Holbrook Primary School

Inspiring, Nurturing, Challenging
every learner to achieve their full potential

ICT & e-Safety

The purpose of this guide is to inform you about ICT at school and how you can help at home.

Using the Internet safely at home

Whilst many Internet Service Providers offer filtering systems and tools to help you safeguard your child at home, it remains surprisingly easy for children to access inappropriate material including unsuitable text, pictures and movies. Parents are advised to set the security levels within Internet Explorer or other browsers with this in mind. Locating the computer in a family area where possible, not a bedroom, will enable you to supervise your son or daughter as they use the Internet. Also consider mobile phones and games consoles and other devices that can access the internet. However, don't deny them the opportunity to learn from, and enjoy, the wide variety of material and games available on the Internet. Instead discuss with them some simple rules for keeping safe online and making sure they understand their importance.

To keep your child safe they should:
- ask permission before using the Internet and discuss what websites they are using
- only use websites you have chosen together or a child friendly search engine
- only email people they know, (why not consider setting up an address book?)
- ask permission before opening an email sent by someone they don't know
- not use their real name when using games or websites on the Internet, (create a nick name)
- never give out any personal information about themselves, friends or family online including home address, phone or mobile number
- never arrange to meet someone they have 'met' on the Internet without talking to an adult first; always take an adult and meet in a public place
- never tell someone they don't know where they go to school or post any pictures of themselves in school uniform
- only use a webcam with people they know
- tell you immediately if they see anything they are unhappy with.

Using the rules

Go through the rules with your child and pin them up near to the computer. It is also a good idea to regularly check the Internet sites your child is visiting e.g. by clicking on History and Favourites. Please reassure your child that you want to keep them safe rather than take Internet access away from them. Create a dialogue and a relationship of mutual respect as far as the Internet is concerned. For further information go to:
CEOP: www.ceop.gov.uk
Think U Know: www.thinkuknow.co.uk
Childnet: www.childnet-int.org

Social Networking

It is important to remember that the minimum age for Facebook, twitter and other social networking sites is 13,

Holbrook school cannot be held accountable for any acts of cyber bullying where children have been using these sites inappropriately.

How your child uses ICT at school

ICT at Holbrook is taught through other subjects as well as on its own when required.

Through this children learn to use a wide range of ICT including:

Word Processing to write stories, poems or letters
Databases to record information, e.g. mini beasts
Spreadsheets to create tables, charts and graphs
Desktop Publishing to design posters, leaflets or cards
Multimedia Presentation to present text, pictures, sound and video
Drawing Programs to create pictures and designs
Internet and CD-ROMs to find information
Email to contact children and teachers in another school
Digital Cameras to record what they have done in class or on a visit
Electronic Sensors to record changes in light, sound and temperature
Controllable Robots to give instructions and make something happen
Simulations to explore real and imaginary situations
Website Publishing to present ideas over the Internet
Video Conferencing to share ideas or ask an expert.

How you can help your child at home

ICT is not just about using a computer. It also includes the use of controllable toys, digital cameras and everyday equipment such as a tape recorder or DVD player.
Children can be helped to develop their ICT skills at home by:

- writing a letter to a relative
- sending an email to a friend
- drawing a picture on screen
- using the Internet to research a class topic
- planning a route with a controllable toy
- using interactive games.

Benefits of using ICT at home

Many studies have looked at the benefits of having access to a computer and/or the Internet at home. Here are some of the key findings:

- used effectively, ICT can improve children's academic achievement.
- using ICT at home and at school develops skills for life
- children with supportive and involved parents and carers do better at school
- children enjoy using ICT
- using ICT provides access to a wider and more flexible range of learning materials.

Fronter

At Holbrook we use Fronter as our online learning platform. It does have a social feature; the children can send messages to each other, but also to teachers, to support their learning.

If you are not happy with this feature it can be turned off, children will then still have the learning benefits of the platform.

How learning at home with ICT benefits the children

Home use of ICT by children:

- improves their ICT skills
- offers them choice in what they learn and how they learn it
- supports homework and revision
- improves the presentation of their work
- connects learning at school with learning at home
- makes learning more fun.