



E-communication includes access to web-sites, e-mail, blogs, news feeds, on-line learning environments, documents and forms, sound, video and digital photography, mobile phones and electronic newsletters. At Springdale First School we use e-communication technologies to allow us to learn more effectively both with our ICT lessons and across our other subjects.

The purpose of using these technologies is to raise our standards and to help us to achieve good progress.

Access to E-Communication technologies

Internet access is provided through South West Grid for Learning which includes a filtering service. This means that it is difficult to access unsuitable web-sites within school.

When we use the internet at school we will be under the guidance of an adult at all times.

We will be taught to use e-communication technologies safely and responsibly in order to reduce the risk to ourselves and others. We will be taught to check information before accepting that it is true.

We will be taught to question people's on-line identity.

OUR GOLDEN COMMUNICATION RULES

When we use the internet anywhere we will follow our Golden Communication rules.

THINK BEFORE YOU CLICK.

Be Responsible.

Do not believe everything you read/see on the Internet.

Do not play on games which are intended for older children/adults.

If something on the internet makes you feel unsafe or upset tell a trusted adult.

Do not give out yours, or your friend's, personal information.

Do not go on Internet programs you shouldn't, including clicking on links to other You Tube videos.

Do not go on Facebook/Instagram.

Do not accept as a friend or send a message to somebody you don't know.

Do not trust or talk to strangers on the internet.

Do not go on websites you do not know/trust.

Do not download something without checking with a trusted adult first.

Do not post unkind/rude messages.

Do not upload photos to the internet without checking with a trusted adult first.

Keep your password private.

Do not store your password on a computer.

Get a trusted adult to check a game web-site before you join.

Use SWIGGLE as your search engine.

Click on the report button if there is something upsetting on a web-site.

Always log off the computer when you have finished working.

If we go on an unsuitable web-site by accident at school

- ◇ We click on 'Hector'¹
- ◇ We tell an adult.

If we go on an unsuitable web-site or program on purpose at school

- ◇ The teacher will write down the name of the site/program and pass it to the IT manager or Headteacher with times, dates (if known) as soon as possible
- ◇ The IT Manager and Headteacher will consider the action to be taken

¹ Hector is the automated screen cover-up downloadable from www.hectorsworld.com

What the school will do

The school will take all reasonable precautions to ensure that pupils access appropriate material. Staff will be particularly careful when pupils are undertaking their own research, especially when searching for images. The preferred search engine for this is SWIGGLE and no-one should use Google images in class. Teachers and support staff will check that the agreed search plan is followed.

E-communication Security

Photographs/work posted on sites will not identify individual children, nor will full names be used. Any new e-communication technologies will be thoroughly tested before being made available for pupils to use.

Rules for Online Safety are posted near every computer.



I will follow our Golden Communication rules to help keep myself and others safe on-line.

Child's Name _____ **Class** _____

Signed _____

Read by:
Parent Name _____

Signed _____

Date _____