

Keeping Our Pupils e-Safe

A guide for parents and carers to explain how:

**Pupils use Information and Communication
Technology (ICT) in the Academy**

**How using ICT in the home can best support
learning**

**How you can help to keep your child safe
when on line.**



***A copy of this document is available to download at any
time from our website: www.oasisacademybrightstowe.org***

Using the internet safely at home:

Use websites recommended by your teacher and a pupil friendly search engine such as www.kids.yahoo.com

- ***Be cautious opening emails and attachments from people you don't know and replying to them***
- ***Use MSN, chat rooms, social networking sites, SKYPE etc with care, learn how to block and report unwanted users and NEVER give personal information out like addresses, phone numbers***
- ***Avoid emailing or uploading information onto websites about the Academy OR pictures of you and friends in school uniform***
- ***Never upload pictures or videos of other people without their knowledge and consent***
- ***NEVER arrange to meet up with someone you only know on line***
- ***Only use a webcam with people you know***
- ***Use a nickname when using games and websites on the internet***
- ***Tell someone straight away if you find anything that makes you uncomfortable***
- ***Remember that comments on Blogs and Wikis can be read by everyone- avoid writing anything that you may regret later!***

Go through the above with your son or daughter. It is a good idea to reassure them that you want to keep them safe rather than take Internet access away from them. This works best when there is a dialogue of mutual respect as far as the internet is concerned.

How your child uses ICT at Oasis Academy Brightstowe

ICT is used in dedicated lessons and to support learning across the Academy.

This will involve:

- Using a range of software to create their own work using text, images, pictures, sound and video. A range of devices may be used to produce this work.
- Creating folders on the Academy network to store their work and sometimes accessing folders that staff and other pupils create.
- Transferring their work by sending it as an email attachment, uploading it onto a website or our MLE (Managed Learning Environment) or onto a portable device such as a memory stick.
- Receiving, researching, processing and analysing information as text, images, pictures, video and sound to support learning via the Internet, VLE and Interactive Whiteboards.
- Use of other new technology as it appears, such as i-Pads, “Chroma Key” (or green screen) video and 3D technology!

Want to find out more?

If you are worried about cyber bullying:

www.cybermentors.org

If you want more advice on e-safety:

www.ceop.gov.uk

www.thinkuknow.co.uk

www.digizen.org

If you want help to support learning:

www.parentscentre.gov.uk/usingcomputersandtheinternet

Keep up to date with Academy news on our website:

www.oasisacademybrightstowe.org

If you want to access our MLE:

<http://lp.oasisbrightstowe.org/>

e-Safety Rules within the Academy

Oasis Academy Brightstowe owns the computer network in this Academy and can set rules for its use. This also applies to i-Pads and our 3D and green screen technology.

Within the classroom, a teacher may at any time clarify the intended use of ICT for a particular lesson within these rules.

It is a criminal offence to use a computer or network for a purpose not permitted by the Academy.

Irresponsible use may result in temporary or even permanent loss of access to the Academy network, email system, Internet access or any combination of these.

Network access must be made via the user's authorised account and password, which must not be given to any other person at any time.

All network and Internet use must be appropriate to teaching and learning. The use of social networking sites using Academy ICT equipment or i-Pads is not allowed.

Copyright and intellectual property rights must be respected within the Academy and when using the Internet.

Email messages must be written carefully using polite language at all times, never anonymously or contain chain letters.

Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.

The Academy ICT systems may not be used for private purposes, financial gain or any activity that could bring OCL into disrepute.

Any digital images or sound clips within the Academy grounds must be made with the express consent and knowledge of all concerned and should NEVER be made on personal devices. Mobile phones and personal electronic devices are not allowed in the Academy.

PLEASE NOTE: To protect all users, Oasis Academy Brightstowe may exercise the right at any time to monitor the use of the Academy's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.