Blended Learning Etiquette at Launde Primary School

Please read the following information so you are fully informed about the expectations of pupils and parents when using the computer at home:

Points for parents:

- The school virtual learning platform cannot be accessed by external people nor can children email out
- Do **not** record instructional sessions
- Assist your child with their work as needed, but do not complete it for them or supply answers – the journey to learning is as important as the end result
- As parents, do not interrupt the teacher during any live instruction as they are teaching your children at this point
- Please keep reminding your child about their '**digital footprint'** – It is important that the children understand how to protect their privacy and respect others' privacy. Our digital world is permanent, and with each post. Remind your child to self-reflect before they share online with the understanding of how it may impact themselves and others.

Points for our pupils:

When communicating online, you should always:

- Treat your teacher and other children in the class with respect
- Always use your teacher's proper title.
- Avoid texting abbreviations such as "u" instead of "you."
- Use the caps lock feature correctly
- Do not type in **any** personal information (both yours and that of others).
- Avoid hurting someone's feelings online. Remember, online, people can't always tell if you are joking.
- If someone sends you an email that threatens you or makes you feel uncomfortable, talk to a parent or other adult right away.
- Follow our school's acceptable use policy:

To keep me safe whenever I use the internet or email, I promise…

- to keep my username and password private and not to use anyone else's.
- to keep all personal information private.

- to block unknown links and attachments by not opening anything that I do not trust.

- to report any messages or internet pages that are unsuitable or upsetting.
- to tell someone I trust if someone asks to meet me offline.

I agree to follow the above and understand what I have to do to keep myself and others safe.

Signed……………………….. (Child) Name …………………….

Signed……………………… (Parent) Name …………………….

E-Safety Rules Key Stage 2

- I will only use my class email address or my own school email address when emailing.

- I will only open email attachments from people I know, or who my teacher has approved.

- I will only open/delete my own files.

- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible and will think carefully about how I talk to others online and what I say about them.

- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.

- I will check that information I use from the internet is from a trusted website.

- I will not give out my own details such as my name, phone number or home address.

- I will be responsible for my behaviour when using ICT equipment because I know that these rules are to keep me safe.

- I will not take, copy or send any images, video, sounds or text that could upset any member of the school.

- I will only use chat and social networking sites that an adult has given me permission to use.

- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-Safety.

- I will inform an adult if I see something that upsets me.

E-Safety Rules Key Stage One

- **Never give out your name, age, address or phone number.**

- **Never send photographs of yourself.**

- **Never agree to meet a stranger.**

- **Only open and delete your own files.**

- **Only send and open emails with a teacher's help.**

- **Tell an adult if you see something you don't like.**

ZIP IT   BLOCK IT   FLAG IT