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Dear Parents and Carers,

Computing at St. Mary's – An Introduction

Over the past few years we, as a school, have been innovating the way in which we use digital technology to teach, learn and communicate. Hopefully this will be a guide to what has changed recently and what resources we will be using in school to enhance your child's learning experience. If you have any suggestions or questions as to how computing could be developed further in the school, please feel free to get in touch with Mrs Lewis.

Our Technology

Following a great deal of fundraising and investment in the last few years, we have the following computing equipment available to all pupils:

A 32 computer suite

30 laptops encased in a charging trolley in the Senior Corridor

15 laptops encased in a charging trolley in the Junior Corridor

15 Samsung tablets

5 digital cameras per class

12 Sony 'Bloggie' video cameras

Visualisers in each classroom, The Launchpad and Music Room

Digital Microscopes

ActivPanel touch screens in every classroom

Interactive Whiteboards in the Music room, Computing Suite and Launchpad

Two television screens to display up to date pictures of the children enjoying their learning

An in-built sound system in the hall complete with 4 head microphones and 1 radio microphone.

Fully integrated projection system in the hall

Plus much more!

Web-based Resources

On the website you can find all the key school information (such as the Prospectus, Policies, Staff Information) as well as Calendar Events and Latest News. Our school administrators continually update this. Should you ever need to check a vital piece of school news (for example, if school is open) then the website will publish it on the frontpage. There is also information about how you can get involved with our fantastic PTA. You can now pay for school trips, dinners (Junior School only) and order school uniform online through the website via Tucasi.

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Mathletics

The whole school has a subscription to the Mathletics website. If your child hasn't already received their log-in information then they should do in the next few weeks. Teachers will be using Mathletics to reinforce key concepts and set challenges through a very fun medium. The more tasks your child completes on Mathletics, the more prizes they can earn. This can also be accessed from home.

Programming

St Mary's school has introduced 'Scratch' to Computing lessons in every year group. Scratch is a fantastic resource to introduce children to the world of programming. Children are taught how to program animations, games and are challenged to program algorithms to meet a particular task. An offline version of Scratch has been installed to the computers in the Computing suite, and the option to create an online profile at www.scratch.mit.edu is at your discretion.

Communication

At St. Mary's we value the importance of communication between our staff and Parents; our 'Teachers 2 Parents' text messaging and e-mail service has proved to be a great method of communication. We now use our school email messaging service for all letters home. We will send this to up to four email addresses held for parents. Please ask us to delete addresses you do not wish us to use. The school will only send paper copies when a consent form needs to be signed or for families who do not have access to the Internet, please do let us know if this applies to you.

Text messages - for urgent or short notice messages (e.g. clubs cancelled, snow closures, requests to contact the school ASAP). These will be sent to the main contact only as we do not wish to inundate working parents who are not the person who would normally be available to react. Please ensure that you keep us up to date with the best mobile number for you.

Internet Agreement

As part of your child's curriculum and the development of computing skills, St. Mary's is providing supervised access to the internet. We believe that the use of the Internet is a necessary and important skill for children as they grow up in the modern world. Please read the attached *Rules for Responsible Internet Use* and sign and return the consent form so that your child may use the internet at school.

Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the

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nature or content of materials accessed through the Internet. The school will not be liable for any problems arising from your child's use of the Internet facilities.

A full copy of the policy for safe use of the Internet is available on the school website. Should you wish to discuss any aspect of Internet use, please telephone the school to arrange an appointment with Mr Collins our Computing Co-ordinator.

Please would you read all the attached information carefully, discuss it with your child(ren) and then sign the joint acceptance form as evidence of your approval and their acceptance of the school's rules on this matter. Then return the form to your child's class teacher as soon as possible.

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Policy for Acceptable Internet Use.

Pupil access to the Internet and School Procedures

i. The school encourages use by pupils of the rich information resources available on the Internet. The school will help the children to develop appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

ii. Internet access may lead to any publicly available site in the world, and will open classrooms to electronic information resources, which have not been selected by teachers as appropriate for use by pupils. The school uses a 'filtered' service to block out known 'inappropriate sites' and any inappropriate words (e.g. Used on a website or in any emails), and will endeavour to monitor and control children's access to the Internet to ensure that the very best educational sites are given the highest priority.

iii. The school expects staff to investigate Internet possibilities and blend the use of such information as appropriate within the curriculum. Staff, under the guidance of the Computing co-ordinator, will provide guidance and instruction to pupils in the appropriate use of such resources to enhance all areas of the curriculum.

iv. Access to on-line resources enables pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits and opportunities far outweigh the disadvantages. Pupils will be taught, and expected to adhere to, the basic common-sense e-safety and guidelines for Internet use. They will understand that their computer access rights may be restricted if they do not adhere to these rules.

v. Parents will be kept informed about the school's Internet policy, and will be given the opportunity to comment on, and contribute to, its effectiveness. Indeed parents have a key role in reinforcing sensible and secure use of the Internet outside school, and informing the school of any relevant issues as they arise.

vi. The school will prepare appropriate procedures for implementing this policy and for constantly reviewing and evaluating its effect on teaching and learning. All members of staff will be responsible for explaining the rules and their implications to their pupils. All members of staff will be made aware of possible misuses of on-line access and their responsibilities towards pupils.

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Pupil Guidelines for Internet Use

E-Safety

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

Internet access is a privilege, not a right. Access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and USB's will be treated like school trays/desks. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or USBs would always be private.

During school, teachers will guide pupils toward appropriate materials and how and when to use them. Outside of school, families bear the responsibility for such guidance, just as they should exercise with information sources such as television, telephones, movies, radio and any other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Damaging computers, computer systems or computer networks;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Intentionally wasting limited resources;
- Pretending to be someone you are not;

Sanctions

Violations of the above rules will result in a temporary or permanent ban on Internet use.

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Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

When applicable, police or local authorities may be involved.

Pupil guidelines. Be “NET-SMART” (adapted from NCHActionForChildren)

- a. Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, unless your parent, carer or teacher specifically gives you permission.
- b. Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent, carer or teacher.
- c. Never give your own private password to anyone, even a best friend.
- d. Never arrange to meet anyone in person without first agreeing it with your parent, carer or teacher, who should come along to the first meeting, which should always be in a public place.
- e. Never hang around in a chat room or in a conference if someone says or writes something which makes you feel uncomfortable or worried, and always report it to your parent, carer or teacher.
- f. Never respond to nasty, suggestive or rude e-mails or postings.
- g. Always tell your parent, carer or teacher if you see bad language or distasteful pictures while you are online.
- h. Always be yourself and do not pretend to be anyone or anything you are not.
- i. Always remember if someone makes you an offer which seems too good to be true, it probably is.
- j. Never change or delete anything stored on a memory stick unless you yourself have created it. Always ask the author's permission before you copy or print their work.

To check your own Internet Safety Skills and knowledge, try visiting the Cyber-Cafe on the Grid Club website. (www.gridclub.com)

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Please complete and return this form to the School Office.

St. Mary's School, Oxted. Internet Parent Permission and Pupil Agreement Form.

Name of Pupil _____ **Class** _____

Pupil “As a school user of the Internet, I agree to comply with the school’s rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I will always try to be “NET-SMART”.

Pupil Signature _____ Date ____ / ____ / ____

Parent..... “As the parent or legal guardian of the pupil signing above, I grant permission for my son/daughter to use the Internet via St. Mary’s Wi-Fi. I have read the information provided by the school. I understand that the pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.”

Parent Signature _____ Date ____ / ____ / ____

If you have any further concerns or comments to add, please use the space below.

If you know of any websites which would you have found appropriate for children’s learning experiences, please give the website address(es) below so that staff can evaluate them.

If you know of any websites your child has found which are inappropriate for children’s learning experiences, please give the website address(es) below so that staff can check whether the sites are being filtered on the school system

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