

Blended Learning Etiquette at Glenfield 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 can only be accessed by people within our school , not by anyone externally. It has been set so that the children cannot email out.
- Any online lessons carried out are just for our children. Please do not record them.
- The majority of the work set should be accessible to all pupils independently. Please support them where needed but let them answer their own questions—the journey to learning is as important as the end result
- As parents, please do not interrupt the teacher during any live instruction as they are teaching your children at this point. If your child has a question, the teacher will inform them how they want them to ask it, either through the chats or by putting their virtual hand up.
- 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."
- . Remember, whatever you type onto Teams stays on Teams. Mrs Martin and Mrs Tibbles look regularly at the work you complete and the chats on Teams.
- 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...



ZIP IT

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



BLOCK IT

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



FLAG IT

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



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.

