ICT & e-Safety at Success
Information for parents and carers

The purpose of this guide
Young people of today are increasingly using Information, Communication & Technology (ICT) in schools and in the home.

This guide explains:

- How young people are using ICT in school.
- How using ICT in the home can help young people to learn.
- How young people can use the Internet safely at home.
- Where to access further information to be safe on line.
How learning at home with ICT benefits students

Home use of ICT by students:
- improves their ICT skills and makes learning more fun
- offers them choice in what they learn and how they learn it
- supports homework and revision
- improves the presentation of their work
- connects learning at school with learning at home.

All this can lead to better performance at school and an improved standard of work.

Simple rules for keeping your child safe

To keep safe they should:
- use websites recommended by teachers and use a student friendly search engine
- consider who created a website and possible bias within information
- only email people they know (why not consider setting up an address book?)
- exercise caution before opening an email sent by someone they don’t know
- use Internet chat rooms, websites, instant messaging etc with caution and know how to block and report unwanted users
- not use their real name when using games or websites on the Internet, (create a nick name)
- never give out any personal information about themselves, friends or family online including home address, phone or mobile number
- never email your school name or a picture in school uniform (even to a friend)
- never arrange to meet anyone alone, and always tell an adult first and meet in a public place
- avoid using websites they feel they could not tell you about
- be aware comments they make on Blogs and Wikis can be viewed by others
- set SafeSearch filters on Google. Instructions on how to do this can be found on the website

Using these rules

Go through these rules with your son or daughter and pin them up near to the computer. It is also a good idea to regularly check the Internet sites they are visiting. e.g. by clicking on History and Favourites. Please reassure them that you want to keep them safe rather than take Internet access away from them. Create a dialogue and a relationship of mutual respect as far as the Internet is concerned.

Using the Internet safely at home

Whilst many Internet Service Providers offer filtering systems and tools to help you safeguard your son or daughter at home, it remains surprisingly easy for young people to access inappropriate material including unsuitable text, pictures and movies. Locating the computer in a family area where possible, not a bedroom, will enable you to supervise your son or daughter as they use the Internet. Also consider mobile phones and games consoles and other devices that can access the internet. However, don’t deny them the opportunity to learn from and enjoy the wide variety of material and games available on the Internet. Instead discuss with them some simple rules for keeping safe online and making sure they understand their importance.
How your child uses ICT at school

ICT in schools is taught as a subject in its own right and also support students’ learning in other subjects, including English and Mathematics. Within ICT lessons students learn to use a wide range of ICT including:

**Word Processing** to write stories/essays, poems, news articles or letters

**Databases** to record information

**Spreadsheets** to create tables, charts and graphs

**Desktop Publishing** to design posters, leaflets or cards

**Multimedia Presentation** to present text, pictures, sound and video

**Drawing Programs** to create pictures and designs in Art and Technology lessons

**Internet and CD-ROMs** to access research for project work

**Email** to contact friends in another school and email coursework to teachers

**Digital Cameras** to record what they have done in class or on a field trip

**Electronic Sensors** to record changes in light, sound and temperature

**Control software** to give instructions and make something happen

**Simulations** to explore real and imaginary situations

**Website Publishing** to create their own websites

How you can help your child at home

ICT is not just about using a computer. It also includes the use of mobile phone, digital cameras and equipment such as MP3 or DVD player.

Students can be helped to develop their ICT skills at home by:

- writing a letter or email to a friend or relative
- creating digital artwork and pictures
- using the Internet to do research for a project or class topic
- using an online simulation to develop problem solving
- using interactive games to enhance their learning

A selection of companies offer school software for use at home.

Benefits of using ICT at home

Many studies have looked at the benefits of having access to a computer and/or Internet at home. Here are some of the key findings:

- used effectively, ICT can improve children’s achievement
- using ICT at home and at school develops skills for life
- children enjoy using ICT
- using ICT provides access to a wider and more flexible range of learning materials.
Internet Use at Success Primary School

Our students follow these conditions when using ICT and the Internet at school:

INTERNET: CONDITIONS OF USE

• I will use the school computer only with the permission of a teacher.
• I will follow all instructions from teachers when using school computers.
• I will not let anybody else know my password.
• I will not let others logon and/or use my online services account unless it is with the teacher’s permission.
• I will not access other people’s online services accounts.
• I know that I am responsible for anything that happens when my online services account is used.
• I will tell my teacher if I think someone is using my online services account.
• I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
  
  I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
• If I use other people’s work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
• I will obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
• If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
• I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
• I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
• I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people’s copyright online e.g. music and video files. I understand that
• I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
• the misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School’s policy; and
• I may be held liable for offences committed using online services.

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