



The Manor
PREPARATORY SCHOOL

21 May 2010

Dear Y2-Y6 Parents

Precautions against Chain Emails

I am enclosing an information sheet on dealing with chain emails. I would be most grateful if you could go through these points with your child. Many children who have home email addresses have been bombarded by chain emails, which make dire threats if they are not forwarded to a specified number of friends. The threats and bribes are designed to make children afraid not to forward them. Please also go through, if necessary, the other points raised, provided by thinkuknow.co.uk.

Many thanks.

Yours sincerely

Piers Heyworth
Headmaster

PRECAUTIONS AGAINST CHAIN E-MAILS

Basic safety and netiquette when forwarding e-mail

Don't send or forward e-mails to people or add them to your e-mail list without asking them if they want to be included.

When you receive a chain e-mail (even from a trusted friend):

- Don't forward it to anyone else.
- If it came from a friend, please politely ask them not to send you any more. If you do not know the sender, ignore the e-mail and [report it as spam](#) to a member of staff, or to a parent or to another adult.
- If you simply cannot bear not to forward a chain e-mail (and we understand that some people cannot ignore them), send it to chainmail@wiredsafety.org and they will deal with it for you. If the chain e-mail tells you to send 10 copies to 10 different people, that's fine - send them 10 copies. This organisation deals with unwanted emails.

However, please remember this. No chain e-mails are ok. Chain e-mails cannot bring you fortune or cause bad luck, they will not make you rich and you will never get that luxury holiday.

Other items provided by Think U Know which you may wish to mention to your child

- Know what your children are doing online and who they are talking to. Ask them to teach you to use any applications you have never used. Keeping the computer in a family room means that you can share your child's online experience - and that they are less likely to act inappropriately (ie via a webcam).
- Help your children to understand that they should never give out personal details to online friends - personal information includes their messenger ID, email address, mobile number and any pictures of themselves, their family or friends. If your child publishes a picture or video online, anyone can change it or share it. Remind them that anyone may be looking at their images and one day a future employer could!
- If your child receives spam/junk email & texts, remind them never to believe them, reply to them or use them. It's not a good idea for your child to open files that are from people they don't know. They won't know what they contain - it could be a virus, or worse - an inappropriate image or film. Help your child to understand that some people lie online and therefore it's vital to keep online mates online. They should never meet up with any strangers.
- Always keep communication open for a child to know that it's never too late to tell someone if something makes them feel uncomfortable.

Note: More information on E-Safety is available on the following URLs:

- 1) www.wiredsafety.org/safety/email_safety/chain_email.html
- 2) www.thinkuknow.co.uk/teachers/default.aspx
- 3) www.ico.gov.uk/
- 4) www.getsafeonline.org/nqcontent.cfm?a_id=1
- 5) www.getnetwise.org
- 6) www.ceop.gov.uk