



The Manor

Preparatory School

To All Parents

Friday 6 December 2019

Dear Parents

G-Suite and Pupils' Online Activity

As the term continues to fly by, our Year 3 to 6 pupils are getting ever-more confident in using their personal G-Suite accounts, both in lessons and for homework. We are very excited about the way this technology is being used within school and would like to take this opportunity to remind you and your children of a few key principles in relation to the use of G-Suite:

- G-Suite is a school facility, to be used as directed by the teachers for educational purposes; it is not for social interaction between pupils
- Any document created by a pupil should remain private to that pupil, or be shared with a member of staff; documents should not be shared just with other pupils
- Staff can view all pupil activity on school G-Suite accounts, so pupils should ensure that their activity is appropriate and complies with school rules and etiquette
- Any problems with G-Suite logins, such as forgotten passwords, should be reported to Mrs Lewis (flewis@manorprep.org) as soon as possible
- Pupils should remember to adhere to the school's Online Safety Rules which can be viewed on the school website (<https://www.manorprep.org/Online-Safety>)

Online safety is addressed regularly within the school curriculum and is part of the wider duty of care to which all who work in schools are bound. Parents and carers play a key role in developing safe and responsible online behaviour with their children.

May we take this opportunity to remind parents and carers of the following guidelines:

- Be attentive to what your child is doing on their devices at home and supervise, as continuously as possible, your child's online activity. Please also be vigilant when your child is entertaining friends
- Make use of parental controls to help prevent age inappropriate content being accessed on devices in your home
- Be aware that the minimum recommended age for the vast majority of social media platforms is 13 years (including Facebook, Twitter, Instagram, Snapchat and TikTok)
- Consider establishing 'house rules' such as 'no screens in the bedroom' and 'no screens after 6:00pm'
- Keep an open dialogue with your child about their online activity and take an interest in what they are doing. This has been shown to be one of the most successful ways of managing their behaviour and helping them to feel able to report concerns to you

On the following page you will find a number of useful sites and resources to refer to. We look forward to continuing to work with you to ensure our pupils stay safe online.

Yours sincerely

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Head of Computing

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ONLINE SAFETY INFORMATION AND RESOURCES

What do I need to know?

<http://www.childnet.com/parents-and-carers/what-do-i-need-to-know>

Parental controls offered by your home internet provider: How to set up filters on your home internet to help prevent age inappropriate content being accessed on devices in your home.

<http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers/parental-controls>

Parents' guide to technology: This guide introduces some of the most popular devices, highlighting the safety tools available and empowering parents with the knowledge they need to support their children to use these technologies safely and responsibly.

<http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers/parents-guide-to-technology>

Safety tools on social networks and other online services: The guide to popular social media sites here includes information on the age restriction for each site.

<http://www.saferinternet.org.uk/advice-and-resources/parents-and-carers/safety-tools-on-online-services>

Supporting young people online: the four potential online risks (Conduct, Content, Contact, Commercialism)

<http://www.childnet.com/ufiles/Supporting-young-people-online.pdf>

Young people and social networking sites: if the sites discover that underage users are using the service, they will delete their accounts.

<http://www.childnet.com/ufiles/Young-people-and-social-networking-A.pdf>

Parent guides to popular apps used by children:

<https://parentzone.org.uk/advice/parent-guides>