



The Manor
Preparatory School

2020-21

Dear Parents

Agreement between pupils, parents and the school for the safe use of the internet

As part of The Manor's E-Safety and Acceptable Use Policy, we think it is important that you are aware of the rules we abide by when using the internet in School. The children are taught about how to stay safe online throughout their time at The Manor and as they begin Year 1, further teaching takes place during Computing and Learning for Life lessons. Use of technology is embedded across our curriculum and as with any other tool, an understanding of the likely dangers and how to avoid and respond to them is an essential part of learning about internet usage.

We have found the Childnet organisation an excellent source of advice for how to stay safe on the internet: <http://www.childnet.com/parents-and-carers>

Childnet has warned us that children in the UK as young as 5 or 6 are becoming increasingly adept at using technology to access inappropriate content and in some cases, sadly, increasingly skilled in hiding this from their parents. We do our utmost to teach children to behave responsibly in IT matters but it would be unrealistic to assume that all Manor children will remain immune from this national trend. We would therefore urge you please to read the links below, which contain further information on talking about staying safe online with your child and setting up appropriate internet filters:

<https://www.childnet.com/parents-and-carers/hot-topics/parental-controls>
<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

We are aware that pupils, particularly towards the top end of the school, are beginning to explore the social side of internet usage. As well as safety, we feel it is important to teach them about the etiquette or social interactions online. For further information about current issues, including Cyberbullying and Social Networking, the Childnet pages above contain up-to-date advice for both parents and children.

Section D of our E-Safety and Acceptable Use Policy contains rules for our children to follow at all times when using technology at The Manor – Please read section D of the policy [here](#). For children in Years 3-6, we ask that you explain these to your child before they join. Once you have read the policy and discussed it with your child **please complete the E-Safety and Acceptable Use Policy Acknowledgement Form**.

A simplified version of 'The Manor E-Safety Rules' is on page 2 of this letter. In Year 1 and 2, we ask that you **please read these with your child and then complete the Y1-Y2 Online Safety Agreement form**. If your child is in Years 3-6, this will be discussed with them in Computing lessons and the children themselves will sign the form at school.

We will then continually reinforce these rules throughout your child's time at The Manor.

If you ever have any questions about E-Safety at The Manor, please do not hesitate to contact me on vfootring@manorprep.org and I will be more than happy to help.

Yours sincerely
Varun Footring
Deputy Head Pastoral

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The Manor E-Safety Rules



We only use the internet when an adult is with us or nearby in case we need help.



We only click on the buttons or links when we know what they do.



We do not tell anyone our password or log-in details.

We never give our personal information to anyone online, and never arrange to meet someone from the internet.



We always tell an adult if we get lost on the internet, or see something that upsets us.



We know that not everything on the internet is true, and ask an adult if we are not sure.

We can write polite and friendly emails or messages to people that we know.



We only write things online that we would be happy to say out loud to each other.