

WESTWOOD WITH IFORD SCHOOL



Headteacher:
Mr Ian Rockey

Tel: 01225 862408

Email: admin@westwood-with-iford.wilts.sch.uk

Website: www.westwoodwithiford.org

Boswell Road
Lower Westwood
Bradford on Avon
Wiltshire
BA15 2BY

Tuesday 12th November 2013

Dear Parents / Carers,

We are pleased to inform you of some exciting new developments in ICT at Westwood with Iford over the coming months. We already have a brand new website online where school information will be presented clearly, including up to date letters home and newsletters – www.westwoodwithiford.org. The website includes a calendar to which all relevant dates will be added, e.g. assembly dates and holidays.

As part of these changes we are planning to roll out email access to pupils. We have chosen Google as our new email provider and this will enable all children to have access to email, online document storage, calendar functions and the opportunity to create their own websites. The Google Apps for Education suite is completely free of adverts. Data is stored securely in accordance with all UK and EU data protection laws.

We are already trialling the use of email with children in Orchid class before we roll it out to the rest of the school. We control who children are able to email and initially children will only be able to send and receive email to and from children within the Westwood with Iford domain. Use of other functions will be rolled out over the rest of the school year. Any documents or websites created by children will not be accessible by anybody outside the school community (unless we specifically allow that, e.g. as part of a project carried out with another school).

We have discussed with the children using email responsibly. As in the real world, bullying and name calling can happen in the online world and if it does, children have been told:

Don't delete the message which has upset you – we can use it as evidence and find out who has sent it
Do tell a trusted adult – a parent / carer or teacher
Do show the adult the message that has been sent

If a child has used their email account to send messages which upsets other children we may suspend their account so they cannot use email.






On the back of this letter is the school's Acceptable Use Policy (AUP) which children will be expected to follow. Teachers will discuss the AUP with children as part of ICT lessons, before they use the email service.

Yours sincerely,

Ian Rockey
Head teacher



ICT Acceptable Use Policy

	<p>I will use school computers for school work and not to upset or be rude to other people.</p> <p>I will look after school ICT equipment and tell a teacher straight away if something is broken or not working properly.</p> <p>I will log off or shut down a computer when I have finished using it.</p>
	<p>I will save only school work on the school computer and will check with my teacher before printing.</p>
	<p>I will always use what I have learned about e-safety to keep myself safe and will tell a teacher if something makes me worried or unhappy.</p>
	<p>I will only use my school email account when doing school work.</p> <p>I will not open emails from people I don't know without checking with my teacher.</p> <p>I will not open any email attachments without checking with my teacher.</p>
	<p>I will only go on websites that my teacher tells me to.</p> <p>I will tell my teacher straight away if I go on a website by mistake.</p> <p>I will tell a teacher straight away if I see a website that is upsetting.</p>

I will read and follow these rules.

I understand that all of my work on school ICT equipment can be seen.

I understand that I must follow these rules or I may not be allowed to use the computers.