Dear Parents of Year 4 pupils,

EMAIL ADDRESSES FOR YEAR 4 PUPILS

I am writing to let you know that the week starting Monday 6th Jun 16 we will be distributing email addresses to pupils in Year 4. The children will receive their email logins and initial passwords at school during this week. St Michael's School uses the Kent Learning Zone (KLZ) as a point of access for emails for both students and staff.

All children in years 4-8 have email addresses in this filtered email system, which is recommended by the Kent Advisory Service, EIS.

We take e-safety very seriously and, at the start and during other points through the year, have spent several lessons discussing how to be safe on-line and accessing the resources in the thinkuknow website, an excellent resource put together by the Child Exploitation and Online Protection Centre (CEOP). It is important to educate and inform the children in an age-appropriate manner about the on-line world and its dangers in a safe, protected environment. In addition to filtering and e-safety education we have software loaded on our network, which tracks the pupils' Internet and keyboard activity and alerts us if there are any potential issues.

The children will be required, on occasion, to email work between school and home, using their school email address. We encourage them to use this rather than any other type of email (e.g. hotmail, yahoo, gmail, etc) because:

- it is very effectively filtered, so it is highly unlikely that any 'junk' or inappropriate email would be received in the mailbox. (Should any emails be received that are not from a trusted source Mr Wiseman or Miss Booth should be informed, so it can be investigated);
- it is easy for the children to correspond with any pupil or member of staff in school, as they are all in a school directory within the email system;
- the pupil's email address does not link them to any particular school.

What is e-Safety?

- e-Safety is concerned with safeguarding children, young people and indeed adults in the digital world.
- It is about learning to understand and use new technologies and Information Communication Technology (ICT) in a positive way.
- e-safety is not about restricting children, but educating them about the risks as well as the benefits so they can feel confident and happy online .
- It is about being educated ourselves so we are able to support and help children and young people online.

For further information on e-safety please see http://thinkuknow.co.uk

The children have been learning about safety in the cybercafé in the age 8-10 section. Perhaps your child could show you at home. There is also a very helpful section of thinkuknow for parents and carers, which I strongly recommend you visit.

For further information on CEOP please see http://ceop.police.uk/

If you have any questions or concerns please do not hesitate to contact either Mr Wiseman or myself at school via Email: jbooth@stmichaels.kent.sch.uk or Tel: 01959 522 137.

Kind regards,

Miss Jamie Booth
Head of ICT & Computing