



A caring learning community

## **Guidance for Parents/Carers**

**Helping your children  
develop their  
ICT skills**

**Using Images Safely and  
Responsibly**



# Our Aims

At Malvern Way School we teach the children that the computer and other equipment can be used to support their learning.

We aim:

- ◇ To develop a confident approach to the use of all relevant forms of I.C.T.
- ◇ For all the children to become appropriately independent users of I.C.T.
- ◇ To encourage the children to become computer literate at the appropriate level
- ◇ To learn to care for all ICT equipment
- ◇ To sign our acceptable use agreement in order to keep themselves safe

The children will develop their computer skills at different rates depending on their previous experience and stage of development.

We have listed **some** of the key skills that we are developing in school in Year Groups as a guide to  
Parents/Carers.

# Nursery

The children should be encouraged to:-

- ◇ Show an interest in ICT
- ◇ Explore and talk about their new learning through ICT
- ◇ Share ICT experiences, e.g. working with a partner using a control toy
- ◇ Think about the safety aspect of using ICT
- ◇ Explore a range of ICT equipment, e.g. listening posts, digital cameras, ipads, PC's, CD players, DVDs, etc.
- ◇ Question why things happen  
e.g. what happens if "I click the button?"
- ◇ Use vocabulary related to ICT devices
- ◇ Find information from CD Roms and websites
- ◇ Use simple database programmes
- ◇ Use a paint package to experiment with the tools and colours
- ◇ Use writing as a means of recording and communication
- ◇ Manipulate objects with increasing control, e.g. the mouse



# Reception

Building on the children's earlier experience and:-

- ◇ Use the computer to create pictures
- ◇ Print out their work 
- ◇ Select and use simple mark making tools
- ◇ Use the mouse with confidence, eg. to be able to click and select objects
- ◇ Use a word bank
- ◇ Become familiar with the keyboard to write words



# Year 1

Building on the children's earlier experience and:-

- ◇ To use simple tools in a painting package
- ◇ To print independently 
- ◇ To add stamps/motifs or clip art to their work
- ◇ To select and listen to text using the mouse
- ◇ To create pictograms
- ◇ To understand that information exists in a variety of forms, e.g. pictures, maps, labels and that sounds 'tell' us things
- ◇ Use the icons needed for various programmes
- ◇ Read and use a set of instructions



# Year 2

Building on the children's earlier experience and:-

- ◇ To use more icons related to particular programmes
- ◇ Use more keys on the keyboard, e.g. backspace, space bar, shift key and return key
- ◇ To insert text to improve readability
- ◇ To save work 
- ◇ To use appropriate keys to 'control' a control toy
- ◇ To use buttons to navigate an electronic information resource, e.g. CD Roms and websites



Children enjoy using computers. If they have access to a computer at home, parents/carers can support their learning by:

- ◇ Talking about the programs they use both at school and at home
- ◇ Encourage the children to use the correct vocabulary when talking about computers
- ◇ Encourage them to be safe but independent when using computers at home and not relying completely on adults and older siblings

Ensure that they treat the equipment with care and respect.

# **Respecting and Caring for the Whole School Community**

## **Using Images Safely and Responsibly**

We all enjoy and treasure images of our family and friends. Our new born baby, first steps, family events, holidays and school events are moments we all like to capture in photos or on video.

We then have the added and exciting dimension of adding our images and video to our social network, such as Facebook, YouTube and many other online websites. This means that we can easily share our photos and video with family and friends.

We are happy for parents and carers to take photos and video of the school production and other events for personal use but request that these images are not distributed or put online. This is to protect all members of the school community

In schools and educational settings we do need to protect and safeguard all children and staff in our school, including those who do not want to have their images stored online.

**Thank you for your support**



# Online Images and Video

What should we think about before adding online any images or video? Are there any risks?

## Facts

- ◇ Once online any image or video can be copied and stay online forever.
- ◇ Some children are at risk and **MUST NOT** have their image put online. Not all members of the school community will know who they are.
- ◇ Some people do not want their images online for personal or religious reasons.
- ◇ Some children and staff may have a complex family background which means that image sharing online can have unforeseen consequences.

We must all **'Think Before We Post' Online**

Further Information on the Use of Images and video can be found:

**Be Safe Online** <http://tinyurl.com/ye24kxe>

**Information Commissioner's Office**

<http://tinyurl.com/yc7nmnv>

**ThinkUknow**

<http://www.thinkuknow.co.uk/parents/safeuse/>



# E-Safety

At Malvern Way Infant & Nursery School, we understand the responsibility to educate our pupils on e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements, usually 13 years.

We have an e-safety and data security policy and an Acceptable Use Agreement for all staff, Governors, visitors and pupils. These policies are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

