

# eSafety Guide

**(includes Acceptable Use agreement for ICT)**

**This guide will help you to stay safe when using ICT at the Home and Health Education Learning Centre (HHELC)**



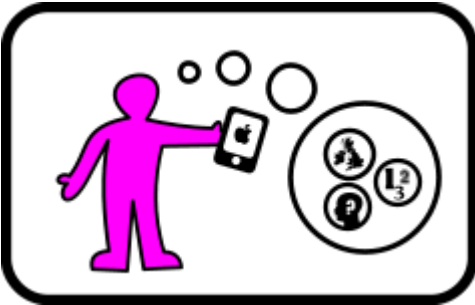
This easy access guide will tell students how to use ICT thoughtfully at HHELC. It also provides some handy eSafety advice for parents and carers.

## Advice to stay safe when using ICT

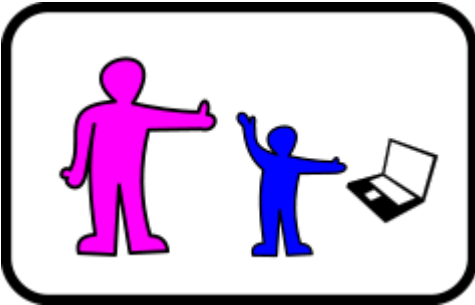


ICT stands for Information and Communications Technology (ies). Laptops, iPads, tablets, mobile phones and desktop PCs are all types of ICT.

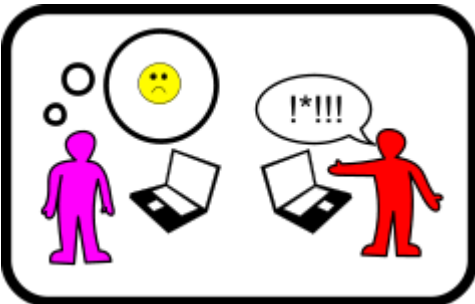
The internet and websites are ICT too.



We use ICT at HHELC to help us with our learning.



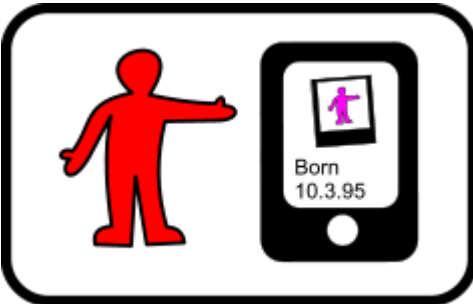
Always ask an adult if you want to use ICT. Ask an adult if you want to send a message to someone using ICT.



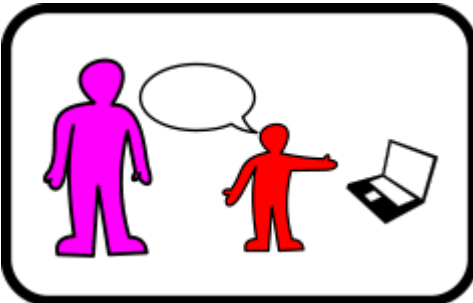
Be nice to other people when using ICT because you don't want other people to feel sad. If someone is being nasty to you tell an adult you trust.



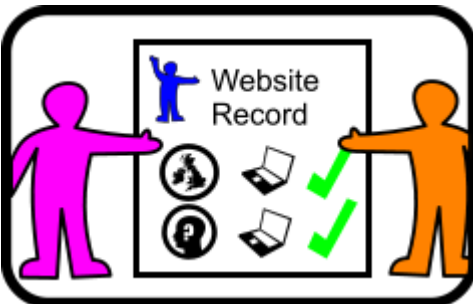
Never look for something on the internet which you wouldn't want a Grandma to see!



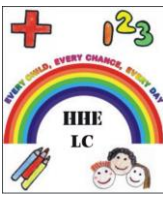
Never send personal information or upload photographs to the internet without asking an adult first. Personal information includes your name, address and the clubs or places you hang out.



Tell an adult you trust if you see or hear something which upsets you when using ICT.



All the websites you view are recorded in a report for your parents/carers staff to see at the Thorneywood and Hospital School sites.



## eSafety Agreement

(signed copy to be given to young person and another kept by HHELC)

Your Name		yes	no
	<p>1.</p> <p>has talked to me about eSafety and we have read through this guide together.</p>		
	<p>2. I understand the rules in this guide. I agree to follow the eSafety advice in this guide.</p>		
	<p>3. I understand that I will be banned from using ICT and the internet if I break these rules.</p>		
<p>Young person's name (printed) and signature</p>			
<p>Date</p>			

## Parents and Carers: Learn how to protect your child online...

### A digital world

The online world is how many children stay in touch with their friends and family. Access to the internet is widely available. There are risks along with the huge benefits which the internet brings. It is important for young people and their parents / carers to understand how to keep themselves safe online.



We want to help you keep your children safe when using ICT (Information and Communications Technology) so we have provided some handy tips and ideas to help you to do this at home.

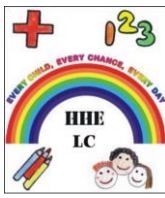
### Who is CEOP?

The Child Exploitation and Online Protection (CEOP) Centre is the UK's national child protection agency (visit [www.ceop.police.uk](http://www.ceop.police.uk) for more information). CEOP believe the start of a student induction is the perfect time to speak to your child about how they use the internet and how they can stay safe online.

### How can I help my child to stay safe online?

Activities from CEOP's Children and Young People's eSafety programme will be used at HHELC to educate young people about how to stay safe online. As parents and carers, you can play an important role in this aspect of their education. To stay up to date with further information and advice, please visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents) to find information on:

- What are the risks posed to your child online?
- What can you do to protect your child?
- Where can you go if you are concerned?



## Here are some simple ideas to keep your child safe at home

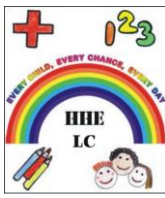
- Talk to your child about what they're up to online. Be a part of their online life; involve the whole family and show an interest. Find out what sites they visit and what they love about them, if they know you understand they are more likely to come to you if they have any problems.
- Watch Thinkuknow films and cartoons with your child. The CEOP Thinkuknow website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) has films, games and advice for children from five all the way to 16.
- Keep up-to-date with your child's development online. Their online habits change by the day!
- Review settings on parental controls in line with your child's age and maturity. Be clear with your child that they may only communicate with people they know. Online friends may not be who they say they are.
- Keep all equipment that connects to the internet in a family space like the kitchen or hallway.
- Use parental controls on devices that link to the internet, such as the TV, laptops, computers, games consoles and mobile phones.



## Are you a Facebook user?

If you are a Facebook User: Visit [www.facebook.com/clickceop](http://www.facebook.com/clickceop) to add the 'ClickCEOP' app to your profile and ask your children to do the same. The app is free and easy to use, and gives you immediate access to internet safety advice as well as being able to report any suspicions to us. If you become a 'friend' of the page, we will invite you to our free online safety surgeries and send you updates. By clicking on 'Add the App' on the left hand side of our Facebook page you can add the 'ClickCEOP' button to your profile.

This information has been adapted from the CEOP website [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
All photographic images are from Google Drive stock image collection.



## Information leaflet about your child's data and Health and Home Education learning centre (HHELC)



### Your child's data and HHELC (Privacy Notice)

A Privacy Notice explains how your personal information may be used. This notice describes why we collect it and who we share it with. We act within the law to respect you and your child's information. For the purposes of the Data Protection Act 1998, **HHELC** is described as a Data Controller.

### Why we collect data

Staff and some students at **HHELC** have access to a range of data services such as email, digital file storage and calendars to organise and share information. This includes sharing information about your child's progress and attainment, timetable, planning and assessment information and certain personal information such as ethnic group, special needs and relevant medical information.

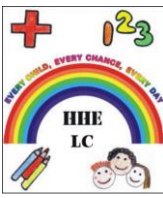
### Who we share the data with

Information is only shared with specific staff employed by **HHELC** to look after your child (and, if appropriate, the school/academy/funding body/Local Authority where your child is currently on roll.) **We will not give any information about you or your child to anyone outside of HHELC without your consent unless the law and our rules allow us to.** All of this information is securely stored in either digital and/or hard-copy formats according to our Data policy.

### Storing digital data

Digital data is stored securely at our bases within the city of Nottingham. In addition, some data is backed up and stored securely at the Microsoft data centres in the UK and Ireland. All data stored by Microsoft meets very stringent safety rules including the international standard ISO 27001.

The Data policy at HHELC can be provided to you by emailing [admin@hhe.nottingham.sch.uk](mailto:admin@hhe.nottingham.sch.uk) or requesting a printed version by phoning the HHELC Business team on 01159251768



## Acceptable Use of the Internet

Parent

I have read and understand the document, 'Information leaflet about your child's data and Health and Home Education service (HHELC)'

I give permission for my son/daughter to use the internet whilst receiving education.

I understand that if he/she fails to follow this policy he/she/ will not be allowed to use the internet in future and further disciplinary action may be taken if appropriate.

I have received an information pack on keeping my child safe on the internet at home.

Signed.....Print Name.....

Date: .....



