

## Google Docs Online Safety

Dear Parents/Carers,

Due to the changes in the curriculum and ensuring your child's safety when using the internet, your child (or children) will be using our Google Domain for Education to learn different aspects of online computing.

Our Google domain is a secure, online collection of tools to allow children and staff to store documents, work collaboratively and communicate solely within the school environment. The children will only be allowed to communicate to someone else who has a @whiteleyapps.com email address or else their mail will get 'bounced' back to their mail box. In the same way, anyone outside of our domain will not be able to email any of the children. This will allow them to stay secure whilst still have full availability of all of the tools Google provide.

The children will be issued with a username and password that will give them access to the tools from anywhere with an internet connection. Being outside of the school building will not change the security settings and the children will still have the restrictions applied to keep them safe. This will also teach the children the need to keep their password credentials secret and not share their information with anyone (except parents). Please be aware that members of staff will have full access to the domain and will monitor the children's usage to ensure appropriate behaviour is being used.

The purpose of using the Google domain is to equip the children with the skills and knowledge of modern working styles and to teach them the need to be safe when working online.

The children will be focusing on:

- E-mail
- Designing web pages and web sites
- Collaborative working on word processing, data handling and presentation documents

If there is anything you would like to discuss further, please do not hesitate to contact the school and make an appointment to see us.

Yours sincerely,

Year 4 Team