7th October 2019

Dear Parents/Carers

Within our Computing lessons the year 3 children will be sending and receiving emails. Each child has been given an email address through our school Google Education Account. Following our digital literacy sessions, the children will all create their own secure password.

In the past, the children have been very eager within our sessions, and when the topic has ended we are aware that the children may like to continue emailing away from school.

Whilst school are supportive of this we ask that as parents you remain vigilant to your children's use of the emailing system.

- Emails should only be sent and received from other children within year 3.
- Family members should not email the children.
- Children should not open emails from anyone who is not a member of Year 3.

We would like to inform you that school are able to access the children's email accounts. We would do so if a safeguarding or bullying issue arose. If a child receives an email with inappropriate content, we ask that we are informed as soon as possible so that we can follow this up.

Email accounts will be revoked if they are used inappropriately at any time, or emails are sent to/ received from users not in year 3 and school are made aware of this.

If you have any questions please do not hesitate to contact me.

Yours faithfully

Mrs Turner
Deputy Head Teacher