



Hutton All Saints'
C. of E. Primary School
An Academy School



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_____ Head Teacher: Mrs J. Manookian _____

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Commitment to Excellence within a Caring, Christian Environment.

Dear Parents

**Responsible Internet and
Itslearning Virtual Learning Environment (VLE)**

At Hutton All Saints, we offer children a service called It's Learning, which is a Virtual Learning Environment (VLE). A VLE provides a safe and secure platform for children to look at websites, access documents from teachers and communicate with their peers. It also enables children to access resources used at school from their computer at home. Its Learning can be accessed from the following website – essex.itslearning.com.

Username

A child's username is their first initial, plus their surname with 'hu' added to the end (for example, John Smith would be jsmith.hu). The only time where there is a variation would be if two siblings share the same initial. In this case, the oldest sibling would substitute their first initial for their first name (for example Jake Smith would become jakesmith.hu).

Password

Each child is given a computer login number and password in EYFS by their class teacher. Later in the Juniors the children will choose their own password. If there are any issues with accessing Its Learning then send a note to me via your child's class teacher.

The VLE forms an important part of our ICT curriculum and is a very effective tool. Children are reminded however that inappropriate use of Its Learning will result in them not being able to use the VLE. All emails are monitored closely and misuse is taken very seriously. I enclose the Its Learning usage policy – please read through this with your child/children, sign and return to school as soon as possible. Due to E-Safety guidelines if your child has not read and signed the fair usage policy then their It's Learning account will be temporarily suspended until we receive the document.

Regards,

Mrs M Williams
Computing Co-ordinator



Hutton All Saints'
Primary School
**Responsible Use of internet
(including Itslearning)**



- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use only my own login and password, which I will keep secret.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat except if it is a discussion room that has been set up by my teacher using Itslearning.
- Any work I display using Itslearning will be work that I know I would want my family and friends to see.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

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Please read the document **Responsible Use of Internet and VLE** with your child.

It is linked on the school website under 'ICT Links'. Then complete, sign and return this form to your child's teacher.

Pupil's Name:	Class:
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Pupil's Agreement

I have read and understand the school Rules for Responsible Use of Internet and Itslearning. I will use Itslearning and the internet in a responsible way and obey these rules at all times. In particular, I will not share my password with anybody else. I will not give out my name, home address or phone number in email messages or write messages that I would not let my teachers and parents read.

Pupil signature:	Date:
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Parent's Consent for Internet Access to Itslearning

I have read and understood the school rules for responsible use of internet and Itslearning and give permission for my child to access this via the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet.

I also agree that should my child need to access Itslearning at home or anywhere else, I agree that I will take all reasonable precautions to ensure my child cannot access inappropriate materials and that they will use the VLE platform in an appropriate manner.

Pupil signature:	Date:
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Parent's Consent for Web Publication of Work

I agree that my child's work may be published on Itslearning.

Pupil signature:	Date:
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Please understand that until you sign this form and send it to your child's class teacher, that your child will not be able to access the School's VLE.