

# Queen Edith Community Primary School

Godwin Way, Cambridge, CB1 8QP

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**Headteacher: Mrs Caroline Peet M.A.**

5th May 2008

Dear Parent/Carer,

## School Email Accounts and Personalised Online Learning Space

We are writing to inform you about new email accounts and personalised online learning spaces that the children at Queen Edith will begin to use in the next few weeks.

The Government's e-strategy sets the expectation that by Spring 2008 every pupil should have access to a **personalised online learning space**. These spaces are being provided county-wide via a website called [www.starz.org.uk](http://www.starz.org.uk), which can also be accessed via a link from the Queen Edith website. The aim is to provide safe, personalised communication that the child feels they have "ownership" over. For example, a child could upload some of their work from school onto their learning space in order to share it with you at home.

Rigorous procedures have been put in place to ensure the safety of children using this facility. These are:

- Children have individual usernames and private individual passwords.
- All pupil accounts are included in a "Safemail" system. The effect of this is that, irrespective of whether a pupil is sending email from home, school or wherever, they can only use it to send messages to other people in their school. They can also only receive messages from others in the school. Attempts to send messages to external email addresses are blocked. External messages sent to pupils are never received. So, for instance, it is not possible for pupil accounts to receive spam messages.
- All pupil accounts are, by default, set to be private. This means that the contents of that account - email, portfolio etc - can only be viewed by someone logging in with the individual pupil's username/password.
- Built into the Starz accounts are anti-virus checks and a bad language filter.
- Queen Edith has access to a special email address to which copies of all emails generated by pupils are sent. This allows us to monitor all email transactions.



Cambridgeshire  
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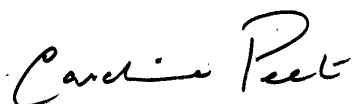
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Prior to accessing the accounts, the classes will discuss safe and appropriate use of email and their learning space. We would recommend that, at home, primary-aged children only use their learning space and email under parental supervision and monitoring.

Email and web spaces are exciting parts of our modern society. We believe these accounts (if used under appropriate supervision at home) will give the children a safe and rewarding introduction to these tools for lifelong learning.

If you have any further questions or concerns, please do not hesitate to contact either me, Mr Gilmore or Mrs Irons, the school ICT Subject Leader.

Yours sincerely,



Caroline Peet  
Headteacher



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