Our Lady of Mercy Catholic Education Trust

St Anthony's Girls' Catholic Academy

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Policy: 38	**E-Safety Guidelines 2019-2020**
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St. Anthony's Girls' Catholic Academy
e-safety guidelines

Advice to pupils on the safe use of the internet and social networking

How can pupils use the internet safely?

Talk to your parents
- Speak to your parents about what you will be doing on the internet
- Agree some rules about which sites you are allowed to use, what times of the day you can log on, and for how long you are allowed to be online.

Never give out your password
- No matter who asks, whether it is a stranger in an email or your best friend, never give out your password.
- Once people have your password, they can log into your accounts and pretend that they are you. You have no control over what they might say and you are responsible, even if it was not you that said it.

Never give out your personal details
- You do not know who is reading the information that you post on the internet.
- Do not make it easy for strangers to find out who you are and get in touch with you.
- Personal details such as name, address, date of birth and school should not be shared with people you don't know or trust on the internet.

Uploading photos of your friends onto a social network - privacy settings
Consider the following:
- Who can see the photo?
- What kind of picture is it?
- What is the content?
- Is there a possibility that it could harm your reputation?
- Do you have permission to upload? You should always seek permission to upload pictures of other people onto the internet.

Taking a revealing photo and sending it to someone else
- "Sexting" ie. texting revealing images can break the law, make you vulnerable to abuse and can harm your reputation now and in the future.
- If the person in the photo is under the age of 18, the act of taking it, sending it, or receiving it could mean that you are held responsible for creating, distributing or possessing an indecent image of a child.
- Incidents are likely to be treated on a case by case basis and can lead to police involvement, cautions and prosecution. This activity breaks the law.

Use a child-friendly web browser
- Many web browsers offer a child-friendly version.
- This means that sites have been checked beforehand to make sure that they are suitable.
- You would be far less likely to accidentally come across a website with inappropriate content if you use a child-friendly browser.

Chat Rooms
A. Problems with chat rooms

- The main reason that your parents and teachers worry about you using chat rooms is because you cannot always tell who you are talking to.
- Someone you chat to may be genuine.
- However, you must be aware at all times that not everyone in a chat room is really who they say they are.

B. Staying safe in chat rooms

1. Stay in the public chat room
- It is preferable that you do not use chat rooms, but if you do, always stay in the public chat rooms.
- If someone you don't know suggests going into a private chat room so you can talk in private, never agree.
- The public chat rooms have people in them viewing communication. They might notice if there is something wrong. If you are in a private chat room alone with someone, there is no one to help you out.
- Even if you are in the public chat room and someone says anything which makes you feel uncomfortable, do not respond back. Log off and tell your parents/carers immediately.

2. Tell your parents
- You must tell your parents/carers if you are planning to use chat rooms.
- They only want to keep you safe and to do this, they need to know what you are doing and what chat rooms you are using.
- Decide on some rules together about what you should and should not be doing.

3. Use a nickname
- When you log into a chat room you should always make sure to use a nick name, something which cannot easily be used to identify you.
- You can tell your real friends your nickname, so they know who to look out for when they join the chat room, but it helps keep your real life identity safe from anyone else around.

4. Never ever give out personal details
- The most important of these is to **never ever** give out your personal details.
- This means no telling people your real name, even just your first name.
- If there is someone suspicious in the chat room, they can start to use your name to gain your trust.
- Tell a trusted adult if someone keeps trying to find out personal information straightaway.

5. Do not send your picture to anyone in a Chat Room
- Never ever send anyone your picture.
- It does not matter how much they ask or promise to send you one in return, do not let them see what you look like.

6. Do not open attachments from anyone you don't know
- This should not be a problem because you should not give anybody your email address to just anyone.
- If you did, for some reason, give it out and you find somebody is sending you emails with mean or rude pictures, do not open them and tell your parents immediately.

7. Never ever agree meet up in real life on your own

- Do not ever agree to meet someone in real life that you have met in a chat room, without first discussing it with your parents.
- If you do ever decide to meet someone, make sure that it is in a public place and make sure that your parents go with you.
- If someone suggests that you go alone, it should set alarm bells ringing.

Make sure that you follow all of these rules and you should be able to enjoy using the internet safely.

Remember: The 'Smart' Rules of Internet Safety

SAFE:

Staying safe online is very important. Be careful who you talk to and don't just add friends without knowing who they are.

MEETING:

Never meet anyone that you don't already know!

ACCEPTING:

When you meet someone online just accept that they may not be who they say they are.

RELIABLE:

Always make sure you are on a reliable and safe website. Look at the URL (web address), does it look like standard addresses? When the site was last updated-is it recent? Is there a 'contact us' link with a phone number to report abuse or unacceptable behaviour on line?

TELL:

If you start to feel uncomfortable with the way people are talking to you on a website. Tell Someone!

For more information about staying safe online go to:

- http://www.kidsmart.org.uk/
- http://www.childnet.com/