

HALL GREEN SCHOOL

E-Safety Guidelines

Safe Use of the Internet and Social Networking

How can we use the Internet safely?

Talk to your parents

- Speak to your parents about what you will be doing on the Internet.
- Agree some rules between you about what 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 ever 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 wasn't you that said it.

Do not give out your personal details

- You don't know who is reading the information that you post on the Internet.
- Don't make it so easy for strangers to find out who you are and get in touch with you.

Personal details are pieces of information such as;

- Name
- Address
- Date of Birth
- School

Uploading photos of your friends onto a social network: Privacy settings.

- Who can see the photo? What kind of picture is it – i.e. what is the content?
- Is there a possibility that it could harm their 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 your boyfriend and girlfriend:

- **Sexting** can break the law. 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.
- Whilst incidents are likely to be treated on a case by case basis, and will not always result in prosecution, young people are often unaware that because of their age, 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.

Problems with chat rooms

- The main reason that your parents and teachers worry about you using chat rooms is because you can't always tell who you are talking to.
- Most of the time, someone you chat to will be genuine. You can have a conversation with them, have a laugh, tell each other about things and over time build up a real friendship.
- But, you do need to be aware that not everyone in a chat room is really who they say they are.

Stay in the public chat room

- We would prefer for you 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, don't agree.
- The public chat rooms have people in them. 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, don't respond back. Log off and tell your parents/carers.

How can we stay safe in chat rooms?

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 shouldn't be doing.

Use a Nickname

- When you log into a chat room you should always make sure to use a nick name, something which can't 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.

Never give out Personal Details

- The most important of these is to **never** 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.

Don't send your picture to anyone

- **Never** ever send anyone your picture.
- It doesn't matter how much they ask or promise to send you one in return, don't let them see what you look like.
- **Do not** send any of your friends images either.

Don't open attachments from anyone

- This shouldn't be a problem because you won't give anyone your email address, will you?
- But, if for some reason you did give it out and you find someone is sending you emails with mean or rude pictures, don't open them and tell your parents immediately.

Don't meet up in real life on your own

- Don't 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 chat rooms and 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/>