Online Safety Briefing Sheet

March 2020

Online Safety

We recognise that modern technology offers significant opportunities for learning and socialising and ever more so in these difficult times. Responsible use of technology to learn, communicate with friends and family and access support will be really important as the opportunities for face to face communication are restricted.

We want to ensure that students and parents/carers understand how to ensure young people stay safe online.

Advice for Staying Safe Online.

Keep personal information private, do not share personal details like your address, school, phone number or location. Avoid posting anything that can identify you to a specific location such as your school, football club etc. That includes avoiding posting pictures in an identifiable uniform or saying where you are going online.

Make sure your security settings are in place so that you control who sees anything you share online and check these regularly. Don't share your passwords even with friends, make them hard to guess and if you think your account has been hacked or cloned report it straight away and change your password.

Remember that people online are not always who they say they are. Never agree to meet someone in person you have only met online. If someone makes you feel uncomfortable online, log off or block them and tell a trusted adult. Use reporting buttons to report inappropriate behaviour.

Think before you post or send anything online, would you be happy for anyone to see it? Even if you send something privately the person you are sending it to could screen shot it and share it. Would you be happy for your family to see it? What about a future employer?

Don't accept or open files from people you don't know they could contain viruses or inappropriate messages or pictures. Delete suspicious emails.

Not all information online is reliable, check if it is a trusted source before using it. Beware of pop ups that take you to less trusted sites and check web addresses look genuine. Beware of fraudulent emails, texts and links that take you to fake sites and never give your bank details even if they are promising you a cash prize or refund.

Be aware that most people are likely to exaggerate online and only share their perception of events, people often only share the best times. It's not likely to reflect their everyday real life and you shouldn't compare it to yours.

It's good to know what's going on in the world but if it gets too much take a break from it and do something that takes you off line and helps you relax or focus on something else.

If you do send something you regret or feel you shouldn't please tell someone so we can try and help you put things right. Don't let anyone use something you have shared online to make you do or say things you are not okay with.

What do I need to do if I am worried?

All staff who work in school have a responsibility to safeguard and protect children and young people. If you are worried tell an adult you trust or speak to one of our safeguarding team.

If you have received something through Office 365 (Outlook, Microsoft Teams, etc.) that makes you feel uncomfortable you can e-mail us at information@guiseleyschool.org.uk

Safeguarding Staff are available through the school number 01943 882358 by adding the following extension numbers or by email.

Mr Carney	Designated Safeguarding Lead
Mrs Brooksbank	Deputy Safeguarding Lead
Mr Gadd	Head of Sixth Form / Online Safeguarding Lead

If you are worried you have been a victim of online abuse or you're worried about somebody else you can also report this to CEOP online at www.ceop.police.uk/safety-centre

www.thinkuknow.co.uk have advice for all different ages including parents/carers on all sorts of online issues and where you can get support.

If you're being bullied online and would like to talk to someone in confidence you can also speak to Childline on 0800 1111 or talk to them online at www.childline.org.uk/get-support/contacting-childline

Finally, overleaf is a copy of the Acceptable Use Agreement that all students have signed when accessing the Guiseley School computers. This agreement covers all home learning using school systems as well as conduct in school.

Acceptable Use Agreement: Students

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ Learning Platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and ask the ICT support staff to change it for me if I think it has been revealed to anyone else.
- I will only use my school e-mail address for work purposes & in a sensible manner.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/ or staff will only be taken, stored and used for school purposes in-line with school policy and not be distributed outside the school network without the permission of the teacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.