

Parrs Wood E-Safety Guide





Welcome

e-Safety is an essential element of safeguarding children and young people in the online environment and when using technology such as computers, mobile phones or games consoles.

e-Safety is about focusing on education and raising awareness of the risks and building our resilience so that we can all be confident and safer online. The internet offers immensely exciting benefits and opportunities for everyone but it can also expose us to inappropriate and criminal behaviour. It's important that we are all aware of the risks and know how to deal with these issues. It's also important that all users of the internet are aware of the consequences of their online actions, both good and bad!

Taking care, being safe and responsible online and offline are an important part of child development and it is essential that all adults are aware and able to discuss this with children and young people as soon as they are online.

This document displays our approach to the online world, a world that, approached properly, can bring great benefits and satisfaction. Please browse through it to learn how we educate our pupils to stay safe online.



How your son or daughter uses ICT at school

- ICT in schools is taught as a subject in its own right and also supports students' learning in other subjects, including English and Mathematics. Within ICT lessons students learn to use a wide range of ICT including:
 - Word Processing to write essays, news articles or letters
 - Databases to record information, e.g. GCSE data handling project
 - Spreadsheets to create tables, charts and graphs
 - Desktop Publishing to design posters, leaflets or cards
 - Multimedia Presentation to present text, pictures, sound and video
 - Drawing Programs to create pictures and designs in Art and Technology lessons
 - Internet and CD-ROMs to access research for project work
 - Email to contact friends in another school and email coursework to teachers
 - Digital Cameras to record what they have done in class or on a field trip
 - Website Publishing to create their own websites
 - Animation software to create their own animations
 - Computer Science



How your son or daughter is taught e-Safety at school

- e-Safety is taught in ICT lessons throughout all key stages. This is taught in depth at KS3 to ensure your child is aware of the dangers of the internet. This prepares them to safely use the Internet and any social networking sites they may engage in.
- Issues of e-Safety are also taught throughout the key stages via the delivery of the Personal Development Curriculum in form time.



Advice to Parents – Golden Rules

- ✓ Know what your child is doing online
- ✓ Install antivirus software, filtering, firewalls and secure your internet connections.
- ✓ Use parental control functions for computers, mobile phones and games consoles
- ✓ Ideally locate the computer/laptop in a family room
- ✓ Consider other devices in your home that allow internet access such as mobile phones and games consoles
- ✓ Be open and encourage them to talk to you about any concerns or ideas



Key Advice for your child

- ✓ **Always respect others – think about what you say online and what images you send/post.**
- ✓ **Remember that anything you publish online** can be made public very quickly and you will never be sure who may have seen it. Once
✓ something is posted you lose control.
- ✓ **Treat your password like a toothbrush – never** share it with anyone and only give your personal information such as your mobile phone number or email address to trusted friends.
- ✓ **Learn how to block or report online bullies or** anyone behaving badly.
- ✓ **Don't retaliate or reply.**
- ✓ **Save the evidence – text messages, online conversation, pictures etc.**

Guidelines for Internet Use

Remember your posts are public

Always remember that everything you post online can be made public and that both your friends and family can see them.

Do people want to receive your messages?

Some of your friends and people you know love getting lots of e-mail, instant messages and jokes. Others don't. Before you start sending lots of messages and attachments to someone, find out if it's okay first. And if they tell you they are busy, respect their time. It never hurts to ask first. That way people will look forward to getting your e-mails and cyber communications instead of ignoring them

How private is the message you are sending?

Are you willing to have others read this message or have them forward it to others without your permission? Don't ever say anything in a cyber communication you wouldn't be willing to allow someone else to read. It is best not to say anything you wouldn't write on a postcard and send through the post. When students apply for jobs or internships the recruiter will sometimes "Google" them first. In many cases old messages posted when people were much younger will be found and can be read Also, many parents and schools monitor communications. This means they can read what you have written.

Check before you send

Is it addressed to the right person? Are you sure? Have you checked the spelling and the screen name carefully? Are they in your address book or on your buddy list already? The easiest way to make sure that you have their correct screen name or e-mail address is to save it automatically when they send you something. Parents should input their children's approved correspondents into their buddy lists and address books to make sure that it is done correctly. Also, people change their e-mail addresses and screen names often. Make sure you are using the most up-to-date one.

Don't forward other people's e-mails without their permission or share their personal information

Sometimes, without realising it, we copy someone new on an e-mail thread. It might contain personal information or a personal communication that someone else shared with only you three levels down and you didn't realise that you were now allowing others to read it. Either delete all but the most recent message when forwarding it, or re-read the older threaded messages before forwarding to make sure nothing personal is in those messages. Many private things slip through that way by mistake.

Refrain from personal abuse

It's okay to disagree with what someone says, but don't call them names or threaten them with personal violence.

Don't attack others online, say anything that could be considered insulting or that is controversial

If someone tells you that you hurt their feelings, find out how and apologise. Let them know when you did things without meaning to. If they lash out at you, thinking you did it on purpose, try explaining that it was accidental.

Don't reply to spam, even to ask to be removed from their mailing list

Spammers buy lists of millions of e-mail addresses and instant messaging screen names. Harvesting programs gather up these addresses wherever they can find them online, in chat rooms, on message boards, from chain e-mails and registrations. So, many of these addresses are old and don't work. If you reply, one of two things happens. You either have sent a reply to a fake address they have used to send the e-mails from, or you have now let them know that your address is a good one and you will receive many more messages. They will even sell your address for more money, since they can now promise that you have read the spam messages you receive.

Further Guidance

For further information regarding e-Safety you can visit the following websites:

- **CEOP (Child Exploitation and Online Protection Centre):** www.ceop.police.uk. CEOP is the Child Exploitation and Online Protection Centre. They are dedicated to eradicating the abuse of children
- **Childline:** www.childline.org.uk
- **Childnet:** www.childnet.com
- www.thinkuknow.co.uk. Think You Know is the CEOP website aimed at educating young people about online abuse and how to avoid it or report it.
- www.stopcyberbullying.org - This is a website dedicated to educating pupils about how to avoid cyberbullying and what to do if they are being cyberbullied.
- <http://www.saferinternet.org> - Insafe is a European network of Awareness Centres promoting safe and responsible use of the Internet and mobile devices to young people.



Contacts Page

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