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Each day, discovery.



ELTHAM COLLEGE

**10a Online Safety Booklet**

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## 1 Introduction

The internet and cyberspace are great ways to connect with people and with the world. They are technologies to enjoy and explore, and are going to play an ever-increasing part in our lives.

However, as we all know, this will involve risks and dangers: we all need to be aware of these and need to acquire and develop the knowledge and skills to reduce and avoid them. We have produced this document as a reminder to us all of some basic online wisdom.

These suggestions are based on advice provided by respected sources in the field. We hope you find them helpful. If you have any comments or anything you think we should add, please let us know.

Remember what goes on in the 'virtual' world does not operate under a different set of rules to the 'real' world. It is still all about sensible and thoughtful behaviour and respect for yourself and others.

## 2 Advice for the Safe Use of Mobile Phones

- Be careful to whom you give your mobile phone number and never post it on websites;
- Never return a call or text message to a number you do not know;
- Never reply to texts saying you have won prizes. These are usually based around the premium rate numbers and may cost you a small fortune;
- If you are using text chat, make sure your username does not give away your real name;
- If you receive abusive text messages, keep them. You do not have to read them. When the time comes to take action, these messages can be used as evidence;
- If you receive abusive text or chat messages, ask for help from your Form Tutor, Head of Section, the School Nurse, a parent or any trusted adult. You can also contact your mobile phone provider;
- Remember, by forwarding a text, e-mail, photo, video, etc. you may be making a problem worse. You could be unwittingly involving yourself in bullying. You may even be breaking the law.

## 3 Advice for the Safe Use of the Internet

- Always make up usernames which are not linked to your real name;
- Never agree to meet anyone you have met online unless you are sure they are who they say they are and you have discussed it with your parents;
- Remember that many people in chatrooms and on social networks are not who they say they are;
- CEOP is a law enforcement agency that exists to keep children and young people safe from sexual abuse and online grooming. You can report online abuse or grooming to CEOP Child Protection Advisors if you do not wish to talk to a teacher or an adult that you trust. Make a CEOP report here: <https://www.ceop.police.uk/ceop-reporting/>
- If you are live streaming, it is important to remember that live videos can be recorded and shared without your permission. Don't get caught up in the moment and get involved in dares, or be tempted by online gifts in exchange for doing something on camera. It can be difficult to spot



manipulative behaviour online but if someone asks you to remove your clothing or do anything sexual, stop and tell someone or report to CEOP.

- If you choose to live stream, think about who will be watching your videos, Check your privacy settings and make sure that only your real friends can watch your videos. Think about turning off your location settings so that people you don't know can't track where you are. If you see a live video that upsets you, or is online bullying, speak to an adult who can help you, report it at school or call Childline on 0800 1111.
- Think carefully about your digital footprint. Always avoid posting personal information on websites and on social media. Information, such as your real name, address, phone number, email address, school, postcode and photos of you in your school uniform can be used to trace you. The more you share, the more people can learn about you. Could they use your posts to bully you? Think about whether what you post online could hurt others. Do you have permission to share pictures of friends? If you have posted something online that you wish you hadn't, delete it as soon as you can, be honest about your mistake and speak to a trusted adult, either at school or at home who will be able to help you;
- If you are considering sharing a nude, it is important to stop and think carefully about the potential consequences of this. It is against the law. **Sharing a nude image of someone under 18 is a criminal offence under the Sexual Offences Act 2013.** The Zipit app has lots of different suggestions to help you say no. It can be devastating for people who have had nudes shared widely. Read this advice sheet called 'Selfies: the naked truth' from ThinkuKnow. It has some very helpful suggestions: [Thinkuknow - home](#)
- Avoid webcam chats with people you do not know. Look out for fakers – if something sounds too good to be true, it usually is;
- Do not respond to emails from people you do not know;
- Do not respond to any abusive emails. You may feel that you want to defend yourself; however, once you engage with the sender, the situation may escalate. If you receive any abusive emails, keep them. Create a new folder called "Abuse", and move the abusive mail into this folder. You do not have to read it. When the time comes to take action, this folder of abusive mail and flame mail can be used as evidence;
- If you are worried about a friend because they seem distant or withdrawn, or perhaps they are more secretive than usual then talk to a trusted adult, share your concern anonymously on Whisper or you can call Childline at any time of day or night.
- Your passwords are very important; never share them, even with friends. Remember that passwords are more secure if they contain a combination of numbers and letters;
- Learn how to block people on email or websites. If someone sends you inappropriate mail, block them. The Director of IT can advise you on how to do this;
- Do not be afraid to ask for help. Your Form Tutor, Head of Section, the School Nurse, the Deputy Heads, a parent or any trusted adult will always try to help you;
- Remember to contact the site administrators if you want something to be removed from a website. It is useful to keep a screen shot in case it happens again.



**REMEMBER** information that you put on the web is potentially there forever and may be viewed by your parents, potential employers or university admission tutors.

#### **4 Helpful Links**

[www.childline.org.uk](http://www.childline.org.uk)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.safekids.com](http://www.safekids.com)

[www.bbc.co.uk/cbbc/help/safesurfing](http://www.bbc.co.uk/cbbc/help/safesurfing)

[www.bullying.org](http://www.bullying.org)

<http://ceop.police.uk/>