

Macmillan Academy

E-SAFETY

A brief guide for students

INTRODUCTION

We all want you to understand the risks and stay safe. This guide introduces everything that you need to know in order to do so and brings together the very latest advice to help keep you safe online, wherever you are and whatever device you are using.

WHY IT'S IMPORTANT

It's important to learn how to be safe online so that you experience the enormous benefits of the internet responsibly and with confidence.

No matter what you use the internet for, by understanding the risks and knowing what to do if things go wrong, you can stay in control.

USEFUL THINGS TO REMEMBER

Think before you post

Before you post a comment, image or video on the internet, think about its content.

It might be funny to you and your friends, but upsetting or offensive for others.

Tell an adult and report it

You can always report something upsetting.

If you see a post, website, image or video that upsets you or makes you uncomfortable, tell an adult.

Never be persuaded

Stay safe when talking to online friends.

Never be persuaded to send personal things like photos or videos, or personal information.

Learn about privacy controls

No matter what you use the internet for, always make sure you never display your date of birth, address, phone number or any other personal information.

Consider blocking

Most sites will have a block function, so you can ignore someone who is behaving inappropriately or is upsetting you.

Shut down or log off

It can be difficult to avoid seeing things you wish you hadn't. You can always shut down or log off your computer.

Say "no"

If you are being pressured by an online contact to do something you are not comfortable with, no matter how friendly, persuasive or even threatening they may be, always say "no" and tell an adult.

Do keep personal information private

You should always keep passwords private, as well as personal information about you.

Do think about what you say

The internet is a public place. You never know who might see what you are saying and doing, so think carefully about what you post.

While you can hide posts, they may still be visible somewhere.

Photos & Videos

Be careful about posting photos or videos online.

Once uploaded it is very difficult to control who can see a photo or video and how it will be shared.

Photos and videos can sometimes "go viral" or be shared by lots of people very quickly.

MOBILE DEVICES

The same rules and risks apply to mobile phone and tablet use as they would on a computer. But there are additional risks you should be aware of.

Protect your personal details

Never give out personal details or your location when you are on your mobile. Keep your password, phone number and any PIN safe – and never give it to anyone, apart from your parents / guardian.

Report inappropriate content

You may be sent messages, images, videos or other content that are upsetting or unsuitable. Always report any incidents to your mobile phone provider, or to a parent / guardian.

Choose your apps carefully

Only install apps from a trusted source, such as those offered by your phone network, phone manufacturers or trusted app sites.

Do not be tempted to download apps sent to your phone by someone you don't know. Paid apps require a credit or debit card, always check with your parents / guardian before downloading or signing-up to any "in- app" purchases.

SOCIAL MEDIA

Swapping stories, sharing photos and keeping in touch with friends on sites across social media can be great fun!

But there are certain risks and dangers that you should be aware of.

Personal information

Profile pages can display personal information.

Check the account and privacy settings to see what information is being displayed about you automatically.

Why not play it safe and make your profile searchable and visible only to your friends?

Keep what you post between you and your friends

Most social networking sites have security settings that prevent strangers from seeing your profile or status.

Of course you want to talk to your friends, but make sure your profile is only visible to people on your friends list.

Be considerate

The golden rule is to pause before posting.

If you are posting about someone else think whether it would make you upset or embarrassed if it was about you.

Remember that the internet is a public space, so only post comments and pictures that you would be happy for anyone to see.

Cyberbullying

If you are upset by something or someone on a social networking site then tell an adult.

It isn't your fault and you don't have to put up with it.

It is not very nice to see people being bullied online. Please look out for each other and report anything that you are concerned about to an adult. You can always email a member of the staff at the academy if you are concerned and do not want to speak to anyone face to face about it.

Cyberbullying is a crime, and something can be done about it, don't keep it to yourself.

Online gaming

Any game that you play when you are connected to the internet is an online game.

When online gaming consider the following:

- Beware of gaming sites that ask you to reveal personal details or information.
- Don't forget that you are playing with strangers, as well as with friends.
- Online gaming is often uncensored and the content may not be suitable for your age group.
- Some games require a monthly fee – check with your parents / guardian before signing-up.
- Some games will ask you to pay for special privileges. Always check with your parents / guardian before giving your bank details – or theirs.
- Online gaming can be addictive – set a limit of how long you will spend playing.
- Online gaming has different risks to other forms of internet use as they often contain elements of social networking, chat rooms and forums.

USEFUL LINKS

Thinkuknow <https://www.thinkuknow.co.uk/>

Busy Teacher <http://busyteacher.org/>

Child Exploitation and Online Protection www.ceop.police.uk/safety-centre

Childline www.childline.org.uk

The Internet Watch Foundation www.iwf.org.uk

Virtual Global Task Force www.virtualglobaltaskforce.com

Cyber Mentors www.cybermentors.org.uk

Childnet www.childnet.com

Digizen www.digizen.org

The Department for Education www.education.gov.uk