

Staying Safe Online



- *Think before you post*
- *Tell someone you trust*
- *Report any cyberbullying , even if it's not happening to you*
- *Never respond/retaliate as it could make matters worse*
- *Block the cyber bullies from contacting you*
- *Save and print any bullying messages, posts, pictures or videos that you receive*
- *Make a note of the dates and times they are received*
- *Keep your passwords private*
- *Carefully consider before posting any personal information or pictures online*

12 Rules for Responsible ICT Use

1. *I will only use the school's computers and tablets for school work and homework*
2. *I will only edit or delete my own files and not look at, or change, other people's files without their permission*
3. *I will keep my logins and passwords secret*
4. *I will not bring files into school without permission or upload inappropriate material to my workspace*
5. *I am aware that some websites and social networks have age restrictions and I should respect this*
6. *I will not attempt to visit internet sites that I know to be banned by the school*
7. *I will only email people I know, or a responsible adult has approved*
8. *The messages I send, or information I upload, will always be polite and sensible*
9. *I will not open an attachment, or download a file, unless I know and trust the person who has sent it*
10. *I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission*
11. *I will never arrange to meet someone I have only ever previously met on the internet, unless my parent/carer has given me permission and I take a responsible adult with me*
12. *If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but show a teacher/responsible adult*