



Safe and acceptable usage of mobile and online technologies

Safe and acceptable usage of the internet and any other electronic and digital services to which students have access (including boarders), whether or not provided by the School, is that which leads to positive outcomes in a student's personal, social or academic development and which does not cause any offence or harm to others. This may include but is not limited to, use of mobile phones, wireless enabled laptops, PDA's, palmtops and games consoles.

The guidance for parents and students set out in this document is adapted from '*Let's Fight it Together*', an anti-bullying package produced in 2007 by the DCSF and Childnet International.



online
safety

Key Online Safety Advice for Students and Parents

How to keep safe online and prevent cyber-bullying: advice to students

- Remember that anything you place on technology (examples listed above), can be made public within seconds. You have very little control over this. Nothing is guaranteed to stay private. Whatever you send to others can travel world-wide and could stay on-line forever. University admissions officers and future employers may be able to view messages, films and photos posted years before.
- Be careful what you say on-line or in text messages. It is easy to upset someone by not reading carefully what you have written before pressing the SEND key. Be careful what images you send.
- If you receive a nasty or rude message about someone, or a photo of them, do not forward it to anyone. Doing this means that you will be taking part in the bullying. You could even be breaking the law.



TREAT YOUR PASSWORD LIKE YOUR TOOTHBRUSH!



You would not let anyone else use your toothbrush so neither should you let anyone use your password.

Keep your password to yourself. Do not let anyone see you key it in. Do not let anyone know it or use it. Change your password regularly. Choose hard-to-guess passwords with symbols or numbers. This makes it harder for others to hack into your account.

- Only give your mobile number or personal website address to loyal friends whom you trust completely. Remember also that some people change friends often, especially in the early teenage years.
- Choose the highest security settings on internet sites; do not rely on default settings.
- Use websites and services that let you **block** someone who is behaving badly or bullying you, and use the blocking facility.
- Use websites and services which allow you to report someone who is bullying.
- If you see cyber-bullying taking place, support the victim. **Report** the bully. Bullies get away with bad behaviour if no one tells.

How to respond if you are bullied: advice to students

- Do not reply to bullying messages.
- Do not retaliate by sending unpleasant messages back.
- Use the blocking and reporting facilities of the website.
- If necessary, change your contact details such as your instant messaging identity or your mobile number.
- Save the evidence. Keep copies, records and dates of offending messages, pictures and on-line conversations. Refer to the BBB Locked section of www.websafecrackerz.com to learn how to do this.

CEOP (Child Exploitation and Online Protection is now on Face book and enables you to report bullying immediately; update your profile today! Visit the **THINKUKNOW** website at www.thinkuknow.co.uk for more information.



Evidence will be needed by school, internet service providers and mobile phone companies. If the cyber-bullying breaks the law, the evidence may be needed by the police for an investigation.

Note that internet service providers will remove text or photos only if they break the law or the company's own terms and conditions.

- To get help:-
- tell a parent, teacher or adult you trust
- call a helpline like Childline on 0800 11 11
- check the provider's website to see how to report incidents
- ask your school for support and advice



If the cyber-bullying breaks the law, your parents may decide to contact the police.

Cyber-bullying

Cyber-bullying is the use of information and communication devices and services to bully, harass or intimidate an individual or group, for example:

The following technology may be involved:-

- Mobile phones
- Email
- Instant Messenger
- Chatrooms and message boards
- Webcams
- Social networking sites
- Virtual worlds
- Video hosting sites
- Gaming sites and consoles
- Virtual learning environments



The school regards incidents of cyber-bullying as it does bullying in any other form and the school's Anti-bullying Policy will be applied in the same way.