

# Keeping Safe On-line Guide

## Advice for Key Stage 2 Pupils

### 1. Personal Information

Don't post any personal information on-line, like your full name, date of birth, address, e-mail address, home phone number, mobile number, school, family or friend's personal details, contacts etc. Don't use your real name when using games or websites on the Internet (create a nickname).

### 2. Your Password – Top Secret

Don't let anyone know your passwords. It is a good idea to change them on a regular basis. Choosing hard-to-guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you.

Remember to only give your mobile number or personal website address to trusted friends, but NOT publically or where others can view this.

### 3. Always keep your privacy settings as high as possible.

### 4. Always Respect Others

Be polite and sensible online. Remember that when you 'post' or send a message to someone, you cannot see the impact that your words or images may have. What you think is a joke may really hurt someone else. Always ask permission before you take a photo of someone. If you receive a rude or nasty message or picture about someone else, do not forward it. You could be helping a bully and even be accused of cyber-bullying yourself. You could also be breaking the law.

### 5. Think Before You Send

It is important to think before you send any images or text about yourself or someone else by email or mobile phone, or before you post information on a website. What you 'post' can be made public very quickly and could stay online forever. Do you really want your teacher or parents to see a photo that might cause you embarrassment?

### 6. Stranger Danger

Never make friends with people you don't know. Remember that not everyone on-line is who they say they are. Block these people and report any concerns to an adult you trust. Never agree to meet up with anyone who you don't already know. Only use a webcam with people you really know 'off-line' and only email people you know or trust. Never use a webcam to do something that exposes you to danger or embarrassment.

### 7. Block The Bully

Most responsible websites and services allow you to block or report someone who is behaving badly. There is usually a 'Report' button. Make use of these features, they are there for a reason! De-friend people who are causing you hassle – you don't need it.

### 8. Don't Retaliate Or Reply

Replying to bullying messages, particularly in anger, is just what the bully wants – don't give them the satisfaction.

### 9. Save The Evidence

Learn how to keep records of offending messages, pictures or online conversations. These will help you demonstrate to others what is happening and can be used by the school, internet service provider, mobile phone company, or even the police to investigate the cyber-bullying.

### 10. Make Sure You Tell

You have a right *not* to be harassed and bullied on-line. There are people that can help:

- Tell an adult you trust who can help you to report it to the right place, or call a helpline like ChildLine on 0800 1111 in confidence.
- Tell the provider of the service you have been bullied on (e.g. your mobile-phone operator or social-network provider). Check their websites to see where to report.
- Tell your teacher, Mrs Shields or any member of staff who will support you.
- If serious, report concerns to CEOP using the direct link on the school's website.

