

E-safety Rules

These rules aim to help to protect children, young people and adults by describing acceptable and unacceptable use of digital equipment.

- 👉 It is a criminal offence to use a computer or network or any other digital equipment for a purpose not permitted by law. Illegal activities include downloading copyrighted music, films and harassing other people on-line. Distributing sexual pictures of young people is illegal.
- 👉 If anyone is found to be involved in criminal activity then the police will be informed and be given our full co-operation in any subsequent investigation. If anyone is found to be behaving irresponsibly then appropriate disciplinary measures may be invoked.
- 👉 Irresponsible use may result in the confiscation of equipment or the loss of network/internet access.
- 👉 Network access must only be made via the user's authorized account and password.
- 👉 Passwords must not be shared. If you think someone else knows your password then you should change it as soon as possible. They should not be written down and kept with the equipment.
- 👉 When you are on-line or on the phone you should behave in the same way that you would if you were talking to that person face-to-face. Messages should be written carefully and politely. Information posted on websites too. Consider what other people may do with the information once it is in the public domain.
- 👉 Users should take care not to reveal personal information without permission, either about themselves or other people, via digital technology. This may include passing on email or mobile phone contact details, uploading or downloading images. If you are not sure, ask the person whose information you are passing on whether they are happy for their details to be shared. Future employers, friends and the rest of your family may all have access.
- 👉 Copyright and intellectual property rights must be respected. Please consider when you are uploading or downloading items whether you are authorized to do this. This includes plagiarism as well as music and films.
- 👉 Promote good network practice. Make sure that you have closed down applications properly when you have finished your session. Make sure that you have stored information appropriately especially if it is personal and confidential.
- 👉 Wherever possible do not use your personal equipment for work purposes. Ask if you can be provided with a mobile phone for trips. If you are expected to provide photographs consider using a disposable camera rather than your personal digital version. Using your own equipment may make you vulnerable to accusations of misuse or open to unwanted personal harassment.



Be a SMART user

Keep SAFE by being careful not to give out personal information to anyone you don't know. Otherwise you don't know where it will end up, what it will be used for or who may contact you.

Remember that once you send something to another phone or the internet it can easily be copied or changed or stay on-line forever.

If you have your own web-space make sure it's set up so that only the people you want to access it can!

Never feel pressured to MEET on-line friends. In reality, some people may not be who they pretend to be on-line. It's difficult to remember that people you've been chatting to for a while on-line are really strangers and not good friends. If you want to meet up then arrange it during the day, in a public place and take someone with you.

If you ACCEPT files or emails from people you don't know then you may be putting your computer at risk of viruses or yourself at risk of junk mail or unsuitable/nasty messages.

Not all websites are RELIABLE because anyone can post anything online. Compare on-line information with books, other sites or people who know to make sure it's accurate/true.

You can pretend to be anyone you like online and so can the people you are chatting to as well. Learn how to block people who you think may be lying to you.

If something makes you uncomfortable or worried then TELL someone about it – someone you trust, an adult or friend.

If you receive texts/emails that upset you remember you don't have to reply. Or if you come across unsuitable content on a website that upsets you, tell an adult.

Think then Click

We ask permission before using the internet.

We only use websites our teacher has chosen.

We tell an adult if we see anything we are uncomfortable with.

We immediately close any webpage we are uncomfortable with.

We only email people an adult has approved.

We sent e-mails that are polite and friendly.

We never give out personal information or passwords.

We never arrange to meet anyone we don't know.

We do not open e-mails sent by anyone we don't know.

We do not use Internet chat rooms.

We can click on the buttons when we know what they do.

We are always polite and friendly when we are talking to others on our phone or on the computer.

If someone asks us to do something rude, or something we don't like, when we tell an adult.

If we're not sure about anything then we ask an adult

[www.e-safety.org.uk/think then click](http://www.e-safety.org.uk/think_then_click)