

Useful Websites for ICT Safety

www.childline.org.uk/Pages/Home.aspx

www.letsstopbullying.co.uk/

www.childnet.com/young-people

www.safekids.com/

www.chatdanger.com/

www.respectme.org.uk/

www.nspcc.org.uk/help-and-advice/for-parents/online-safety/online-safety_wdh99554.html

www.thinkuknow.co.uk/parents/



Keep yourself
safe on the internet
and on social media sites

A guide
to pupils and
parents/carers

Introduction

Angus Council has made a large number of computers, wireless laptops and other wireless tablet devices available for use by pupils in Schools. These devices can be used to access core software and Apps as well as Internet online resources. The Internet offers access to a large amount of valuable information for use in school work and projects. As well as educational sites there is access to Glow, online libraries and art galleries etc. The Internet also provides opportunities for cooperation with others throughout the world. The school IT equipment is provided and maintained for the benefit of all pupils. Pupils are encouraged to use and enjoy these resources in a responsible manner and in accordance with guidelines which are easily understood and agreed. Damage or inappropriate use of the facilities being offered may harm their education. Accordingly, the use of IT equipment and access to the Internet within schools is to be regarded as a privilege, not a right.



Internet Safety

- ✓ The computer systems used in Angus Schools are filtered to protect pupils from entering unsuitable sites intentionally or by accident. However, due to the nature of the internet, neither the School nor Angus Council can be sure that this safeguard will always work and you may see something that is offensive or inappropriate. You must tell a teacher immediately if you see anything that is not appropriate or that you are not sure about.
- ✓ The School and Angus Council have no control over the information you get on the Internet and so cannot be sure whether that information is true or accurate. Your teachers can help you use information properly.
- ✓ The School and Angus Council need to take sensible precautions to protect your safety and security while you are using the Internet. Use may be monitored. For example, we might keep a record of all the web-sites that have been visited. We can also tell who has visited these from our Login username records. We might need to look at e-mails sent or received. We would only do this if we thought it was necessary to protect you or others or if we thought that the internet rules or a law had been broken.
- ✓ If you break any of these internet rules, or cause damage to school IT equipment, then we might stop you from using school computers and the Internet.

Internet Rules & Safety

In order to ensure that all pupils are safe and don't misuse computers within the School, pupils must agree to follow these rules:

Remember to...

- ✓ **Treat people properly and with respect at all times when online**
(You would not like someone being nasty with you or saying things about you that were not true)
- ✓ **Respect privacy and confidentiality**
(You would not like other people sending information about you to strangers you did not know)
- ✓ **Use appropriate language**
(You would not like someone sending you messages that included bad language)
- ✓ **Inform a teacher immediately if you are on the receiving end of cyber bullying or hear that inappropriate information or photographs of you (or your friends) have been posted on a social media site like Facebook or YouTube**
(If there is anything worrying or upsetting you, your teacher will help to sort it out)
- ✓ **Inform a teacher immediately if you accidentally access or receive information or images that are clearly inappropriate or that you are not sure about**
(Occasionally problems can arise and we can sort them out as soon as you tell us... and you won't get into trouble)
- ✓ **Use your personal smartphone and/or wireless tablet device only under instruction from your teacher [if you are offered the opportunity to use them in school]**
(Your personal device could be monitored like all other school IT equipment, for example, we might keep a record of all the web-sites that have been visited)

Remember...

- ✗ **Not to use abusive, or any other inappropriate language or use text messages or posts on social media sites like Facebook or instant messaging sites to bully other pupils**
(If someone complains, the school can find out who you are using your Login username – Cyber bullying will not be tolerated)
- ✗ **Avoid using work that has been created by someone else unless you have permission to do so**
(You would not like someone copying work you had worked hard to create. If you are in doubt whether you can copy something, ask your teacher)
- ✗ **Not to reveal your or others personal address, postcodes, telephone numbers or other personal details**
(You would not like strangers pestering you with phone calls or asking you to meet after school and you are not allowed to reveal other people's personal information)
- ✗ **Not to e-mail, Bluetooth or post an inappropriate photograph (Selfie etc.) to a friend or post inappropriate photographs of yourself, (or others) onto social media sites such as Facebook, Pinterest or YouTube**
(You would not like to see images of yourself on social media sites which you were promised, were going to be kept private)
- ✗ **Not to take photographs or video clips of staff (without their permission) and e-mail or post the images on social media sites like Facebook or YouTube**
(You would not expect or like them to do this to you)
- ✗ **Not to reveal your personal password to anyone else or allow someone else to use it**
(If someone else is using the computer system as you, then they can change or delete all of your work or send inappropriate messages or images to others in your name without you knowing)
- ✗ **Not to attempt to log onto the computer/network using another person's ID**
(Such behaviour would suggest that you were trying to look at, or change someone else's work)
- ✗ **Not to use the network for anything other than your school work, for example, to try to buy or sell things**
(School systems are provided for educational purposes only and this rule is also for your own security)
- ✗ **Not to install additional software or other programmes on the computer/network or try to make changes to the way the computer/network operates**
(This could cause serious damage to the computer/network and could badly affect your work and the work of others)
- ✗ **Not to engage in general online 'chat' activities unless these have been allowed by your teacher**
(some types of online chatting are not appropriate on school systems)