

Online Safety Guide for Children



Policy Updated: September 2018

Future Review: September 2020



INTRODUCTION

This guidance has been developed by the Children's E-Safety Committee as a way of keeping you, as children at Woodstock Primary safe when you are using technology in school or at home.

Teachers, parents, relatives, and other adults are responsible for our safety – they want us to be well looked after, to be healthy and happy, and to develop well both physically and mentally. Above all, they want us to be safe and know how to keep ourselves safe when learning and at play.



Technology is great because...

- You can learn lots of things
- You can have lots of fun
- It can help with your school work
- You can stay in touch with friends and family

...but there are some things you need to know about:

- **Bullying Online:** sending or receiving unkind or threatening messages and emails
- **Stranger Danger:** some people who we talk to online, we don't know, so they are strangers
- **Bad Language:** sometimes when we are online, we can see or hear words that might upset us
- **Content Online:** some things online are not suitable for all children to look at or can be accessed by accident

What is E-Safety?

E-Safety means staying safe when using any form of technology – computers, mobile devices, laptops, gaming devices. E-Safety is important because it helps to keep you safe as you learn, discover and have fun!

Why do we need an E-Safety Guide?

- To keep you safe online in school and at home
- To help you to make safe choices about what you see, hear and share
- To know what to do if you are feeling unsure or worried about something

E-safety at school:

Woodstock CE Primary School takes online safety very seriously. We are able to use technology in the classroom but we learn how to use it safely and securely. All of the technology we use is secure. We have passwords and filters so can only access sites that are appropriate and trusted, but if we see something that we don't like or upsets it's important that we know what to do.. All of our teachers are professionally trained to help protect and educate us on using the internet safely.

As an E-safety Committee we are also there to help you remember to follow our E-safety Golden Rules and be SMART. Here are our top tips for you and your parents to help keep you safe on line at school and at home.

Be smart on the internet

S

SAFE

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

M

MEETING

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

A

ACCEPTING

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R

RELIABLE

Information you find on the internet may not be true, or someone online may be lying about who they are.

T

TELL

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at www.thinkuknow.co.uk

THINK
U
KNOW
.CO.UK

www.kidsmart.org.uk

KidSMART

Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.



Top Tips to help keep you safe on-line:

E-Safety Rules

- Always ask permission before using technology and going online
- Use websites you trust or that teachers or parents advise you to look at
- Only send emails and messages that are polite and friendly; like you would talk to someone face to face
- Never give out personal information, including your address and telephone number
- Never arrange to meet anyone you have met online
- Don't open emails from people you don't know
- Tell a grown up if you see anything that worries you or you feel uncomfortable about

If something worries you, you should:

- Stay calm and tell an adult you trust straight away
- Ignore the message or the person/s if you can
- Block and delete the person
- Use the CEOP Report button if appropriate
- Keep all messages for evidence



“At school or at play, stay e-safe every day”



Top Tips for Parents to help keep you safe on-line:

- Buy or download parental control software, switch it on and keep it updated. Its free on most IPs
- Agree a list of websites you are allowed to visit and the kind of personal information you shouldn't reveal about yourselves online, such as the name of the school or home address
- Set time limits for activities such as using the internet and games consoles
- Make sure you are accessing only age-appropriate content by checking out the age ratings on games, online TV, films and apps
- Discuss together what is safe and appropriate to post and share online. Written comments, photos and videos all form part of your 'digital footprint' and could be seen by anyone, any time, even if later deleted.
- Discuss with older children what they should or shouldn't be showing younger siblings on the internet, mobile devices, or games consoles
- Don't be pressured into letting you use certain technologies or view certain online content, if they don't think you are old enough or mature enough... no matter how much you pester them or what your friends' parents allow
- Remember that services like Facebook and YouTube have a minimum age limit of 13 for a reason – there are age appropriate alternatives like KidsTube or BBC IPlayer Kids that have all the content but without the risks.

BBC

iPlayer Kids

**FOLLOW THIS GUIDE IN EVERY WAY
TO KEEP YOURSELF SAFE ONLINE TODAY!**

