



# CHARLESTON ACADEMY

*Information for Parents and Carers*

## ICT in School and Keeping Safe Online

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*Information for Parents / Carers on using technology safely and responsibly to help learning*

Charleston Academy ensures pupils are provided with information regarding the kinds of behaviour that is expected of them when using the ICT equipment in school provided by the Highland Council.

The expectations have also been designed to promote safe habits and behaviour that help pupils to use technology safely and responsibly both in *and out* of school. Using technology for learning and learning about technology is a vital part of education. This is particularly important as young people grow up in an increasingly digital world. The points below provide a starting point for schools to build on in their programmes of education on internet safety, and responsible use, and are also a useful tool for discussion at home.

### **1. Be Secure**

I will keep passwords to myself and not share them with anyone, even my close friends.

I will always log out and log off my account on any the device that I am using.

I will always lock my computer when I walk away from the screen (even for a short while).

### **Be Secure**

This is important as the Highland Council provides every person with their own username and password to log on to the system. Each pupil has their own settings and filters on internet access so they only access information suited to their age group. Pupils can also access their work from any device in the school. Sharing usernames and passwords to enable another person to log on is unsafe use of the ICT equipment and is not permitted.

This point is also vital to remember for any account. **'Treat your passwords like your toothbrush' – as in never share and change them often!** This is a fun way to get children and young people to think about their passwords. Sometimes people have one password or phrase for all their accounts such as, Hotmail, Facebook or Twitter. If a password or passphrase is shared someone might get access to many more sites and lots of personal information.

Sometimes children and young people like to show they trust their friends by letting them have their password. Try to ensure that pupils understand that they are protecting their friends by not giving them their passwords. It is advisable to have complex passwords or phrases which can prevent people guessing them or prevent specifically designed computer programs hacking accounts to gain access.

In using a computer or device it is important to 'log off' or 'screen lock'. Quite often pupils (and adults) multi-task and will walk away from the screen momentarily. Being mindful of logging off or locking the screen helps to protect ourselves and the equipment. If the device or machine is left open and the pupil is logged on, it may be possible for another user to access their files, pretend to be them and potentially cause mischief which would appear to be the person logged in!

## **2. Be Respectful**

I will always be polite and use appropriate language.

I will not access, create, store or distribute files that could be thought of as offensive, indecent or cause hurt or upset to anyone.

I will not look at anyone else's files without their permission.

I know that bullying by the use of text, multimedia messaging, email or on social sites is unacceptable and may lead to very serious consequences.

## **Be Respectful**

Charleston Academy promotes positive behaviour in school and the same behaviour is expected online. This point also helps pupils to understand that that communication online is the same as in the offline world, both in and out of school. Bullying by use of electronic means is often referred to as 'cyberbullying'. Any form of abuse or bullying behaviour in school is not tolerated and will be dealt with as per the school's anti-bullying policy.

## **3. Be Safe**

I will not share my personal information or other people's (home address, phone number etc.)

I will be wary of emails that ask me for any personal information.

I will check with an adult about anything I see that concerns me or report it to a teacher.

I will not put any personal details about other people into emails, posts, comments or updates.

I will never meet up with anyone offline that I have only met online without a parent/carer or trusted adult.

## **Be Safe**

Personal information online might attract unwanted email from hackers, unpleasant phone calls or messages, or being bombarded with advertising emails. If someone had *all* these pieces of personal information, that might provide enough detail to steal a pupil's identity. It could be possible to open a fake account and take out a credit card or loan. It is important that pupils understand the need to protect their information, and that they also have a responsibility to protect information belonging to others too.

This is a key principle that is taught across all internet safety education. Some pupils quickly build trust in someone they haven't met before, either through gaming, social networking or chat room. But not all people online are who they say they are. It is important to explain that 'no matter how much you think you know someone and develop a friendship with them, you must never meet up with anyone without your parent, carer or trusted adult'.

Although the internet in school has a filter in place, sometimes pupils may see something that worries them or they are not emotionally ready for. This may be content on a website, text or images in a document or a message or posting online. Seeing something like this this is not exclusive to unpleasant sites, since adverts or news items are often not suitable for children or young people. It is important to encourage pupils to tell someone if they see content like this so that the teacher or adult can take action. This may be reporting a website to an agency like the Internet Watch Foundation, adjusting filtering settings or simply being supportive with advice and explanations.

#### **4. Be Responsible**

I will think carefully about the places I go online and keep focussed when on learning tasks.

I will take good care of the ICT equipment I use. I understand that if I am irresponsible in my use of ICT, I may lose my access to it.

#### **Be Responsible**

In schools, the internet is filtered in a way that allows access to sites relevant for pupils to enable them to be creative, carry out research for their learning and look at sites relevant to education. The filter prevents access to sites which contain content that is not appropriate without being prohibitive to learning. However, some pupils can access the unfiltered internet on their personal devices like phones, mobile tablets and gaming devices, digital television receivers and computers at home or via the phone signal. For these reasons pupils are encouraged to think about how to search for information, critically think about content online and also be responsible about the places visited on the internet.

#### **5. Be Legal**

I will only copy / upload / publish / distribute materials that are appropriate.

I will only take images or video of other pupils, friends or staff with their full knowledge and permission.

I will not copy / upload / publish / distribute images or videos of others without their permission.

I know that I should not copy materials, music, videos or pictures and use them in my own work unless they are copyright free or I have permission to do so from the owner

I will remember that anything I do can be traced back to me including my browsing history and content that I may copy / upload / publish or distribute.

Using files, images or pictures which belong to someone else can lead to breaking Copyright Laws. This can lead to prosecution and fines, or unexpected fees for usage.

In any use of the internet, it's important to encourage pupils to think about the content of photos or film that they might upload themselves. Is this something they wish to share online? Content is outwith anyone's control once posted; other people may share it too. It's also important to think about the future. A digital "footprint" is being created which can paint a picture of a person that can still be found in the future.

### Some useful tips for Parents and Carers

We know today that children and young people are living in an increasing digital world; they do not simply 'go online'. The tips below can help in discussing with your child how to keep safe.

- Keep talking....lead the way by introducing safety the way you would about any other safety topic. It can be as simple as discussing what to do with a family snap.
- Be a good role model; contribute to safer online communities by encouraging responsible use and good use of technology too.
- Be prepared to talk about violent, self-generated images or sexualised content - it's what concerns them.
- Ask them what a 'friend' is, what does this mean to them?
- Make sure they know who they can speak to if they see or hear anything that concerns them.
- Keep reminding your children to 'think before they post', whether it is something about themselves, an image, a video clip, an update or a 'like' it is going to be outwith their control as soon as it's posted.
- Ask them to think about password safety, what would happen if someone had all their passwords?
- Ask them to challenge, be critical, and question what they see online.
- No-one is going to judge you or your child; it's never too late to report.
- Remind them NEVER to meet up with anyone offline they have met online.

The most important is that last one: "NEVER meet up with anyone offline without your parent/carer or trusted adult. Sometimes it's easy to build up trust with someone you haven't met before, either through gaming, social networking or chat room. But no matter how much you think you know someone and develop a friendship with them; you must never meet up with anyone without your parent, carer or trusted adult"

For more information and support please go to [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) this is a website that is promoted in school as it has educational materials for all ages as well good information for parents / carers.. If you wish to report a website that concerns you, you can do this at [www.iwf.org.uk](http://www.iwf.org.uk) If you are concerned about a child - Tell someone what your concerns are – speak to a teacher, a doctor, a social worker, a police officer or school nurse. You can phone 01463 703488 or for general enquiries email: [CPAdmin@highland.gov.uk](mailto:CPAdmin@highland.gov.uk) The Highland E-Safety Website also contains further information [www.highlandesafety.wordpress.com](http://www.highlandesafety.wordpress.com)

*We hope you find these points useful and helpful – Charleston Academy*