E-safety Guidelines for students and parents

Social network sites like Facebook, Instagram and SnapChat for those aged 13 and above, provide opportunities to upload your own profile page and leave messages, photos and videos for friends and family. However, these spaces can be misused, for example to leave upsetting and abusive messages, or for someone to misrepresent him/herself in order to 'groom' a young person.

STUDENTS

Certain key rules should help you and your friends and family to stay safe:

1. **Watch what you say, and what personal information you share online, about yourself and your network of friends and family. Don't post anything you wouldn't want your parents, teachers or employer to see.**

2. **Be truthful. The real you is better than anything you might pretend to be.**

3. **Never share passwords, not even with best friends.**

4. **Make sure you check privacy settings on networking sites so that not just anyone can see your page. Only accept friend requests from people you know.**

5. **Always log off after using the social networking sites on your phone or on a computer, XboxOne/PS4.**

6. **Ask permission of people before posting any pictures of them.**

7. **Think before you upload pictures of yourself, friends and family onto a website, or send pictures via email, mobile phone, instant messenger or social networking sites.**

8. **There are laws online, and the online world is a 'real world', so be responsible in your online actions and treat others as you want them to treat you.**

9. **Never forward messages of abuse because you could be breaking the law. Don't respond to any bullying comments, no matter how tempting. Keep any bullying messages or texts sent to you, because they could be used by the police, service provider or mobile phone company as evidence and to trace bullies if they have tried to be anonymous.**

10. **Always report an inappropriate contact to the service provider using their Report Abuse links, and if anything worries you, talk to your parents, a teacher, or another trusted adult.**

11. Only contact people that you have actually met in the real world. Never use a webcam with people you don't know. Only open emails from people you know.

12. Never arrange to meet someone that you have only communicated with on the internet.

PARENTS

If parents are concerned about e-safety issues, they can contact their form tutor or the Year Leader of their year group at Sackville School.

The contact details (2020 – 2021) are:

Year Leader Year 7: Mr J Endersby: jendersby@sackvilleschool.org.uk
Year Assistant: Mr M Jones: mjones@sackvilleschool.org.uk

Year Leader Year 8: Mrs M Tingley: mtingley@sackvilleschool.org.uk
Year Assistant: Mrs H Mustard: hmustard@sackvilleschool.org.uk

Year Leader Year 9: Mr C Thompson: cthompson@sackvilleschool.org.uk
Pastoral Assistants: Mrs A Farrant: afarrant@sackvilelschool.org.uk
Mr L Knock: lknock@sackvilleschool.org.uk

Year Leader Year 10: Mr A Millican: amillican@sackvilleschool.org.uk
Year Assistant: Mrs S Brignall: sbrignall@sackvilelschool.org.uk

Year Leader Year 11: Mrs G Sands: gsands@sackvilleschool.org.uk
Year Assistant: Mrs A Newcomb: anewcomb@sackvilleschool.org.uk

Alternatively, the school's designated **Child Protection Officers** are:

Mr D Hayden: dhayden@sackvilleschool.org.uk
Mr P Street: pstreet@sackvilleschool.org.uk
Mrs A Steer: atseer@sackvilleschool.org.uk

Parents have the right to check their child's social media accounts and electronic communications in order to ensure they are safe on-line.

Further support and guidance on these issues can be found at:

https://www.thinkuknow.co.uk

www.parentsprotect.co.uk

www.esafeeducation.co.uk

M Robson Autumn 2011
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