

# **ALL HALLOWS RC HIGH SCHOOL**



## **All Hallows Pupil Friendly Online Safety Policy**

**Created: January 2019**

**Date of next review: January 2020**



## **All Hallows Pupil Friendly Online Safety Policy**

We aim for All Hallows RC High School to be a Catholic school to which children wish to come, to which parents wish to send their children, and where teachers wish to teach.

Our Mission is to offer a high quality Catholic education for all, in an environment where Gospel Values are central to teaching and learning, and in which the unique value of each person is recognised and respected.

This policy has been developed for pupils at All Hallows in conjunction with the School Council. This policy should be used by pupils to help them understand how to keep themselves safe online.

### **The Internet is great because:**

- You can learn lots of things
- You can research things that you are interested in
- You can have lots of fun.
- It can help with our school work.
- You can stay in touch with friends and family.

### **Some online dangers include:**

- Cyber Bullying ~ Nasty text messages, emails or comments on social networking sites often using foul and offensive language.
- Stranger Danger ~ People who we talk to online, that we don't know, so they are strangers.
- Bad Language ~ Sometimes when we are online, we can see or hear swear words that might upset or offend us.
- Content Online ~ Some material online is not suitable for children and young people to look at.
- Viruses ~ Some emails can contain viruses which can affect our computers or mobile devices.

### **What is Online Safety?**

- Online Safety means that we are maximising our personal **safety** and **security** risks to private information whilst using the internet.
- Online Safety is important because it helps to keep us safe so they can enjoy, explore and have fun safely.

### **Why do we need an Online Safety Policy?**

- To keep pupils at All Hallows safe on the internet in and out of school
- To advise pupils of appropriate content
- So that pupils are aware of what to do when something strange occurs or when they are worried.

### **If people online are mean or worry me:**

#### **What should I do?**

- Do not reply
- Tell an adult you can trust straight away. If it is at home tell your parents and in school there are lots of people who we can talk to.
- Try to stay calm.

- Report anything that worries you.
- Try to ignore the person.
- Block and delete the person.
- Keep all messages for evidence.

### **What should I not do?**

- Do not keep worries to yourself.
- Do not comment.
- Do not get angry or upset.
- Do not allow the person to keep being unkind.
- Do not delete messages.

### **Who can we tell if we have worries about online safety or Cyber-bullying?**

- Parents
- Family
- Friends
- Teachers – eg. Form tutor or PPL
- Mrs. Bartley or Mrs Done

### **What All Hallows does to respond to online safety issues?**

- We teach you how to stay safe online and expect you to follow our advice.
- We take online safety seriously.
- We listen to the pupils involved and offer support.
- We investigate and look at evidence.
- We make sure children face up to the consequences of their actions.
- We contact parents or carers.

### **What does the school provide to keep us safe?**

- All Hallows maintains anti-virus software to keep viruses away
- All Hallows maintains Internet filters to keep us from seeing inappropriate content
- All Hallows keeps access to I-Pads and Laptops secure
- All Hallows keeps our network and Wi-Fi access secure
- All Hallows makes sure all staff have received training to help keep children safe on the Internet
- All Hallows keeps searching safe on Google and other search engines
- All Hallows ensures pupils are taught and know how to keep themselves safe on-line through a variety of ways eg. form time, assemblies, PD lessons, ICT curriculum.

### **Our Internet Rules:**

- We all sign an acceptable user agreement with the school
- We ask permission before using the Internet
- We use web-sites our teachers have advised us to look at
- We only e-mail people our teachers have asked us to
- When we send e-mails they are polite and friendly
- We never give out our address or telephone numbers
- We never arrange to meet anyone we don't know
- We don't open e-mails from people we don't know
- We tell a teacher if we see anything that we are unhappy with

### **How should we act on the Internet?**

S – Keep your personal information **SAFE** and **SECURE**

M – Do not agree to **MEET** anyone from the Internet; they may not be who you think they are

A – Do not **ACCEPT** messages or e-mails from somebody you don't know.

R – **REMEMBER**, do not always trust the information you find on the Internet; it may not be correct

T – If something or someone upsets you on the Internet **TELL** a trusted adult in school or at home

### **How can I keep myself safe online?**

- Don't post any personal information online – eg. your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore. Remember that it is illegal to send, receive, post or keep sexual images on an electronic device of anyone under the age of 18. Doing so, can lead to a police conviction and being placed on the sex offenders register. This could prevent being able to get certain jobs in the future and travelling to particular countries.
- Keep your privacy settings as high as possible. Remember that an update on your computer can change your settings so it is important to regularly check your privacy settings.
- Never give out your passwords, even to friends.
- Don't befriend people you don't know.
- Don't meet up with people you've met online. Speak to your parent or carer about people that are suggesting you do.
- Remember that not everyone online is who they say they are.
- Think carefully about what you say before you post something online.
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude.
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer and tell a trusted adult immediately. Do not click on anything that you don't know is safe.

Remember that you should not have any social networking accounts if you are under the age of 13.