



BROMSGROVE PREPARATORY SCHOOL

Staying Safe Online

Years 7 & 8

Social Networks and Social Media

- You need to be at least 13 years old to sign up for most social networking sites (such as Facebook, Instagram, Tumblr or Twitter). For some websites, you need to be even older. If you're under 13 you shouldn't be using them – you can be breaking their rules and could be putting yourself at risk.
- Remember – there is no rush to start social networks. There are plenty of other ways to stay in touch with your friends, chat and game until you're ready to use social media/networks safely.
- If you are using social networks, make sure you know what the risks are. Keep yourself safe by:
 - Being careful about what personal information you disclose about yourself or others (this could include home and school addresses, email addresses, telephone numbers, age and birthday).
 - Social networks let you post all kinds of information. The more information you put online the more people can find out about you. Some people might use this to bully you or to contact you and lie about who they are and pretend that they are interested in the same things as you.
 - Always share with care. Think before you send or share as the content may become public and permanent. Comments, actions, or images can stay online even if they have been deleted. You do not know who else has copied or shared them.
 - Using privacy and security settings on social media sites so that only friends and family can see your pages. You can change settings to control who can see your posts, who can contact you and who can tag you. You can even change app settings and block app requests.
 - Know who your friends are and be aware of fake profiles, as there are some people online who lie about who they are.

Cyberbullying and Cyberstalking

- The best way to deal with cyberbullying is to 'stop, block and tell'.
 - STOP communication by not answering back, as that will only feed the abuse,
 - BLOCK the person or message and
 - TELL someone you trust.
- Understand how to report to service providers and use blocking and deleting tools. If something happens that upsets you online, it's never too late to tell someone.
- When communicating with others, be polite and responsible. Think carefully about everything you say and speak only for yourself. Be the same friend online as you are in real life and think about the effect your post will have on other people. Do report if you see any of your friends being bullied.

Internet Safety and Security

- The URL is the address of the website. You can find it in the address bar at the top of the page. When you click a link you should always check the URL is the one you would expect for the site before you enter any details.
- Be aware of spam, phishing and viruses. Never enter your details into a site you're not sure about – even if the link has come from a friend.
- Also be careful what you download or install on your computer, particularly browser extensions as they can show your data and browsing habits and may even be malicious.
- Make sure you have a firewall and anti-virus software on your computer as these protect you from hacking and viruses. Anti-spyware is also useful to stopping programmes from trying to learn your password.

Passwords

- Never share or tell anyone else your passwords, not even to your friends. Try to use strong passwords that are hard for others to guess. They should be at least eight characters long using a mix of letters, numbers or symbols.
- Use unique passwords for websites where security is extra important. For other websites, try to use a variety of different passwords.

Change your password regularly. If you find it difficult to remember your passwords, write down a hint rather than your entire password

Reporting, Advice and Settings

- Reporting at CEOP: <https://www.ceop.police.uk/Ceop-Report/Ceop-Report/>
- Reporting at School: online@bromsgrove-school.co.uk
- Think U Know: https://www.thinkuknow.co.uk/11_13/
- Childnet: <http://www.childnet.com/young-people/secondary>
- Childline: <https://www.childline.org.uk/Explore/OnlineSafety/Pages/OnlineSafety.aspx>
- Instagram: <https://help.instagram.com/>
- Facebook: <https://www.facebook.com/help/>
- Twitter: <https://twitter.com/support>