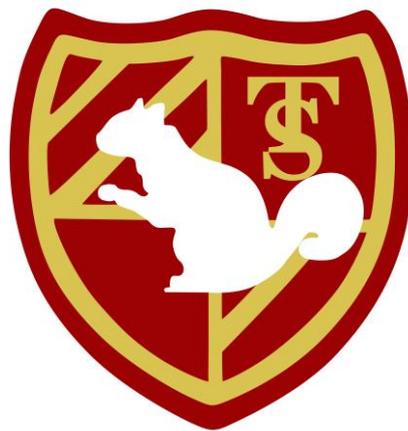# Templewood School

e Safety

A practical Guide for Parents and Carers

Introduction

Young people are growing up in a technology rich world. They are surrounded by various forms of technology and they use it extensively both in and out of school.

The continual advance in ICT opens up a new world of possibilities and is one that we should all embrace and encourage. The benefits to learning are endless and continue to inspire young people in all that they do. It also brings risks and through this, responsibility.

At Templewood we believe that we all have a duty and a role to play in supporting and educating children in making effective choices. Through this all children in our community will be able to learn and advance their skills using all the positive aspects that these technologies bring to us.

This booklet has been produced to equip parents to support children in the safe use of the internet and other digital technologies. In this book you will find information about the different risks associated with using the internet. Under each section you will also find helpful advice to support you and your family if you ever need it.

The best way we can protect children is to educate them; to give them the facts so that they can make informed and knowledgeable choices in a supported environment.

In some ways, the biggest risk is that we will forget all the advantages of the internet and concentrate on the dangers.
Hopefully by using this booklet we can all use the internet as the powerful learning tool that we know it can be.

Why is the internet so great?

Children use new technologies such as the internet to:

Discover

The biggest library in the world!
Children are able to travel the world without leaving their homes. They can use the internet to discover a wealth of educational websites and resources to support their learning opportunities. They can extend their learning beyond their physical boundaries to be truly global learners.

Connect

Global Communication
Young people stay in touch with people in a variety of ways. You can send and receive e-mails and regular newsletters. Subscribe to websites and social networking sites like Facebook or Twitter. Children can use Instant Messenger (IM) and Skype to have "real time" or "live" conversations with other on-line users. It is even possible to play games on-line with people in other locations.

Create

Publish and share creatively
This is often the area that interests young people the most. Children are able to upload their own content for the whole world to see – Create a website, add a video to you tube, start a blog or even a Video log. This in itself gives enormous power to children and can be an amazing tool for learning.

Why is internet safety important?

Children are increasingly growing up with technology. It is no longer the case that children are less interested in or able to take advantage of the opportunities that technology offers.

Different Usage
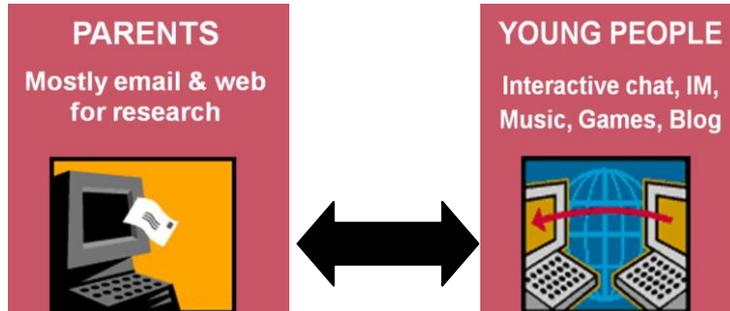
28% of parents who use the internet describe themselves as beginners compared with only 7% of children.

Research shows that adults mostly use the internet to download and take information from the internet.

Children and young people are more likely to use it as a means of socialising and connecting with other people.

Children are more likely to contribute to the information online by uploading their own content in the form of photos, films or blogs.

Supervision
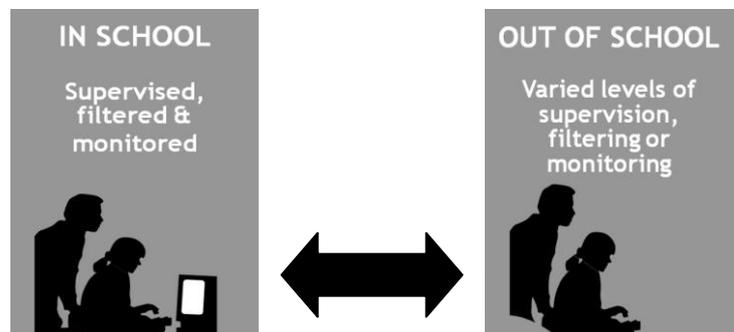
At Templewood we take the safety of all children very seriously:

- Entertainment and social networking sites are banned.
- We have firewalls to prevent unsuitable material getting in to the school system and effective filters that stop children from accessing information deemed inappropriate by the school.

The levels of access that children have and the supervision of this can differ greatly when children are out of school. In the home, in internet cafes and at friend's houses young people's online behaviour is supervised, monitored, and filtered at different levels and at different types. This can lead to greater levels of exposure and risk to children. New uses of technology can be overwhelming but parents still have a crucial role to play in ensuring that children are safe online.

Being net literate is no replacement for being life literate. They may have the skills to use the internet but not always the wisdom to know hoe to behave in a virtual world. Equipping children for this digital age is a challenge we need to face head on. However, we need to remember, it is not the technology at fault but people who find ways of misusing it.

Did you know? ...

- 4 in 10 pupils aged 9-15 trust most of the information on the internet

- 57% of 9-15 yr olds have come into contact with online pornography. Only 16% of parents think that their child has seen pornography on the internet.

- 49% of kids say that they have given out personal information

- 5% of parents think their child has given out such information

- 73% of online adverts are not clearly labelled making it difficult for children and adults to recognise them

- 1/3 of young people have received unwanted sexual or nasty comments

- 69% of young people say they mind their parents restricting or monitoring their internet usage!

- 79% of young people use the internet privately without their parent's supervision.

What are the potential risks?

On the whole, young people have a very positive experience surfing the web or chatting with their online friends; however, as a parent or guardian there are some potential risks you should be aware of:

- Cyberbullying;

- Downloading and copyright;

- Excessive use of technology;

- Identity theft;

- Inappropriate and harmful content;

- Illegal content; and

- Grooming.

Encourage kids to report inappropriate behaviour

Please remember to tell your child that if they tell you about getting into trouble online, you will be very proud of them – and that you won't take their device off them. This will ensure that they come back to tell you if they are ever in trouble. You may of course want to check the settings on their device so that you can make it safer for them – but try to resist the temptation to take it off them permanently.

What to talk to your child about?

- Make sure your child knows how to change their privacy settings.

- Don't allow anyone to bully you online, encourage your child to speak to an adult or teacher.

- Not to spend too much time online, using a mobile phone, gaming console etc.

What can you do as a Parent/ Carer?

Good communication between a parent and child is critical:

- Check the privacy policy of your child's internet, mobile, social networking and games providers so that you understand what kind of information they collect and what they use it for.
- Encourage your child to only share their personal information with people or companies they know.
- Suggest that they use a nickname (not their real name) on websites, chat rooms and other online forums.
- Help them to set up strong passwords (a combination of letters, numbers and symbols) and explain why they shouldn't share them with anyone.
- Discuss the fact that not everyone on the internet is who they say they are.
- Explain how information they use to register for websites, competitions, downloads and other internet and mobile services could be used by the companies in question (e.g. to send marketing emails).
- Advise your child to get permission from friends and family before taking photos or videos of them and to check that they're happy for the images to be published - not everyone wants to be famous.
- Make sure you have up-to-date anti-virus and anti-spyware software on your child's computer and make the most of built-in tools like pop-up blockers and spam filters.
- Teach them the risks and dangers of sharing passwords, phone numbers, addresses and other personal information.
- Consider where you place your computer, keep an eye on what your child is looking at.
- Be sure you have computer security software with parental controls.
- Ask about your child's online friends, encourage them to have their "real" friends as their friends on social networking sites.
- If your child has an online profile ask if you or a close relative can be an online friend (to help and support them).

Cyber Bullying- What you should know and how to deal with it?

What is Cyber bullying?

Cyber bullying is a growing problem with children of a younger age each year. Schools are increasingly dealing with issues that take place outside of school hours and related to the use of technology.

Cyber bullying can occur in different ways and at different times. It can be via e-mail, text or instant messenger. It can happen during schooldays, at weekends, day or night. It can be by someone you know or someone you don't. It can be a one off incident or a more regular occurrence.

Threats and Intimidation	Threats sent to people by mobile phone, email, or online.
Harassment or Stalking	Repeated prolonged, unwanted contact or monitoring of another person.
Vilification and Prejudice	These may be general insults, racist, homophobic or sexist bullying. This can also include peer rejection and exclusion of one person from a group
Identity Theft/ Unauthorised Access	'Hacking' by finding out or guessing a username and password.
Publically posting, sending or following information or images	Disclosing information without consent on a website.
Manipulation	May involve getting people to act or talk in a provocative way. This may also involve the use of inappropriate images and other forms of content

How can you help?

If you do think that a child in your care is the target of cyber bullying you can take action by following the advice set out below:

- Be careful not to deny access. Children may feel reluctant to tell adults they are the victim of cyber bullying if they think that their mobile phone or access to online services may be taken away from them.

- Remind your child that they must not give their mobile phone number to anyone that they do not trust.

- Ensure that your child hands their mobile phone in at the school reception each day at school. This is the only way Schools have of reducing the risk of inappropriate contact during the school day.

- Try to get involved and understand the services or applications children are using. This will help you to better support them if things go wrong.

- Talk to your child about the dangers of cyber bullying to ensure they are aware of what to do in order to prevent cyber bullying from occurring or responding to it if it does occur.

- Encourage your child to download the CEOP Report Abuse button onto their online profiles. By pressing this button at any time abusive content can be monitored by the Police authorities.

- Finally, know that you can report this behaviour to a number of places; The providers of technology have responsibilities to ensure that users are safe and do have policies in place for user's protection. And if the bullying is serious or you need help in identifying the bully then the police may be called upon to help resolve the situation.

What about Mobiles?

Anything that can be accessed online, positive or negative, can also be accessed via a mobile phone. With the added considerations that mobile phones are often constantly switched on and that many young people use their mobile phone for calls, texts, online chat away from adult supervision, the portable nature of mobile phones in some ways makes them much more difficult for parents to supervise than computers.

Two of the main problems with mobile phones is the increased risk of cyber bullying and sexting. Young people naturally want to share their contact details and pictures with other people. Children need to be aware of when this is appropriate and when it is not. Once children share images and contacts it is often hard to keep track of who exactly has access to your mobile number and personal information.

How can you help?

- If your child needs to have a mobile phone only buy one with the essential features instead of all the latest technology and gadgets.

- Know how your child's phone works (e.g. Bluetooth, Internet access)

- Agree the type of content that you would be happy for them to download, knowingly receive or send on to others

- Save any abusive messages/inappropriate images for evidence purposes

- Remind your child not to give their telephone number to people that they do not know.

- Encourage balanced use – switching off at mealtimes, bedtime.

Sexting

- If your child receives an indecent image or text from someone, encourage them not to send this image on to others.

- Tell your children they need to report it to a responsible adult.

- If you know that an indecent image of a child has been posted in the online environment, you will need to contact the service provider, such as Facebook, or YouTube to have it removed. You can do this by visiting their safety centres and following their reporting links.

Key Advice for Children

The internet is an exciting and fun place for both adults and children to use and explore educationally and socially. Below are some key pointers to share with your child.

- Be nice online

- Keep your personal details private

- Think before you post, send or forward

- Do not share your password with others

- Don't arrange up with someone you only know online, and tell a trusted adult if someone asks you to

- Be careful who you webcam with

- Know how to keep yourself safe

- Don't open an attachment unless you are 100% sure it is safe

- Tell a trusted adult if anything happens online that worries or upsets you

ZIP IT
Keep your personal stuff private and think about what you say and do online.

BLOCK IT
Block people who send nasty messages and don't open unknown links and attachments.

FLAG IT
Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

A to Z Guide Technology

Apps: An abbreviation for application. An app is a piece of software. It can run on your computer, or phone or other electronic device.

Bebo: A popular social network site that combines community, self-expression and entertainment. Bebo allows users to express their individuality through their own customised profile, play games and keep in touch with friends. www.bebo.com

Blog: Short for web log, this is an online journal that users update.

Cyberbully: A cyberbully is like the traditional playground bully, but the harassment of his/her victims takes place online. Harassment can include teasing another person, posting rumours/lies about someone, or publishing unwanted pictures of the targeted person in public forums such as social networking profiles, message boards, chat rooms etc.

Facebook: A popular and rapidly growing social networking site based on circles of networks. A person selects a network, such as a school or geographic location, and can then make friends with others in that network. www.facebook.com

Flickr: Online photo management and sharing application. www.flickr.com

Friending: "Friending" describes the act of making friends online through sites such as Bebo, Myspace and Facebook.

Google: A company which is best known for its internet search engine. The term "Googling" means that a person is doing an internet search using www.google.co.uk. People often "Google" others in an attempt to find out more information about them. www.google.co.uk

Hotspots: A term used to describe locations where there is a Wi-Fi or a wireless connection available. People can connect to the internet from their wireless internet devices (laptops, personal digital assistant (PDAs), mobile phones) from this area.

Instant Messaging: Also known as AIM and IM'ing. Instant messaging is communicating using a program, such as AOL Instant Messenger™ or MSN, which allows you to communicate via text in real time. It's like a phone conversation conducted with your fingertips. Some mobile phones also support instant messaging.

Instagram: Online photo sharing application.
www.instagram.com

Myspace: A popular social networking site offering an interactive way for people to connect with each other by creating user profiles, posting pictures, sharing music, and blogging. People can easily create their online profile and then share their page with others through friending.
www.myspace.com

Podcast/vodcast: Downloadable items that can be listened to via your computer and/or portable music player. Podcasts usually contain only audio while a vodcast contains audio and video. An example of a popular vodcasting site is YouTube.

Profile: Sometimes referred to as a "page", a profile is a user-created web page that enables the user to enter information about him/herself that they want to share online.

Skype: A software application that allows users to make voice and video calls and chat over the internet. Calls to other users within the Skype service are free, while calls to both traditional landline telephones and mobile phones are chargeable. www.skype.com

Smartphone: A mobile phone that offers more advanced computing ability and connectivity, example a Blackberry or iPhone.

Social Network: Internet social networks focus on building online communities with like-minded people. They allow people to communicate and share information on a wide scale, and to find others who share similar interests. People share information by creating a user profile and then updating their profiles with status alerts, pictures, and other items of interest to them, e.g. Facebook, Bebo and Myspace.

Spotify: An online music provider where registered users can listen to free music which is supported by audio and/or visual advertising. Users can also choose to pay for the Spotify service and access ad-free music as well as other benefits. www.spotify.com

Spyware: Software downloaded onto a computer without the user's consent or knowledge that can monitor and track a user's behaviour. It can collect information about web sites visited, and interfere with computer activity by redirecting to other web sites, install other software, and slow connection speeds. Installing and regularly running programs such as anti-spyware or anti-virus software can help direct and eliminate spyware on your computer.

Tablet: A tablet PC is a wireless, portable personal computer with a touch screen. Usually a tablet is smaller than a notebook computer but larger than a smartphone, examples include the iPad.

Tagging: A label assigned to content on the internet in order to find it through searches more easily. Users on social networking sites such as Facebook can tag pictures with the name of the person in the picture so that others can find and view pictures of that person more easily.

Texting: Also known as SMS (text message) or MMS (multimedia message). Texting is sending a message via a mobile phone that is typed out instead of spoken. A MMS message includes multimedia content such as a picture or video and may also include a text message.

Twitter: Sometimes also called a "tweet". Tweets are live updates from a person sent via the web, SMS, or IM using the social network Twitter allowing users to keep their friends posted on what they are doing at that moment. www.twitter.com

Virus: A computer virus is malevolent software designed to copy itself and spread to other computers without the user's knowledge.

Wiki: A website where users can add, remove, and edit pages using a web browser, e.g. Wikipedia the online free encyclopaedia. www.wikipedia.com

Wireless Connection (or just wireless): A connection that can be made to the internet without the need for a cable or wire to be connected from the access point to the computer.

Wi-Fi: Short for "Wireless Fidelity". A Wi-Fi enabled device such as a laptop or a mobile phone can easily connect to the internet when it detects that a wireless network is available. Wi-Fi hotspots make it convenient for owners of such devices to connect to the internet when away from home or work.

YouTube: is a free video sharing website that makes it easy to watch online videos. You can even create and upload your own videos to share with others.

Further Information

There are lots of organisations that offer more detailed and in depth advice and support about how to 'stay safe 'on these and many other related issues
This is just a sample of websites that can provide parents with support and information. Once parents and carers have the background knowledge and understanding of eSafety,

www.childnet.com - A non-profit making organisation working directly with children, parents and teachers to ensure that the issues of online child protection and children's safe and positive use of the internet are addressed. Childnet International produce an online guide specifically for parents KnowITAll - http://www.childnet.com/resources/kia/

www.thinkuknow.co.uk - The Child Exploitation and Online Protection (CEOP) Centre has set up its own educational website which has been designed and written specifically for children, young people, teachers, parents and carers.

http://parentinfo.org/ - Another of CEOP's websites, this is specifically aimed at parents rather than children. Many interesting and enlightening stories, tips and videos are available here, along with support for schools.

http://www.bbc.co.uk/webwise/ The BBC Webwise is a beginner's guide to using the internet. There is a good section on children's online safety. © Herts for Learning Ltd

http://www.internetmatters.org This website contains lots of information about staying safe online, with tips about games, social networking, mobile technology and more.

http://www.getsafeonline.org / A beginners guide to using the Internet safety, including a quiz and some video tutorials about how to 'stay safe' on-line.

www.kidsmart.org.uk/ - Kidsmart is an award winning internet safety website for parents and those working with children. It has been developed by the children's internet charity Childnet International and has excellent information on many of the technologies used by children, with guidance on how to 'stay safe' online.

www.bullying.co.uk - One in five young people have experienced bullying by text message or via email. This web site gives advice for children and parents on bullying.

http://parents.vodafone.com - Vodafone have developed this website in conjunction with mumsnet. It is very accessible and provides information and guidance to parents with understanding their child's digital world and get more involved. There is even an on-line test to see how much you know!

Information on Parental Controls for your home broadband

Talk Talk:
http://sales.talktalk.co.uk/product/homesafe

Sky:
http://www.sky.com/shop/broadband-talk/broadband-shield/staying-safe-online

Virgin Media:
http://store.virginmedia.com/discover/broadband/security/web-safe.html

BT:
http://www.productsandservices.bt.com/products/manage-broadband-extras/