

## Guidance from CEOP...

Our pupils have learned about cyber bullying in their PSE lessons which have been based around the guidance given by CEOP - we have included a brief summary here.

Some people use technology to mistreat others. This is not right and you do not have to put up with it. If you are aware that someone is being “cyberbullied”, you must report it.

- Do not respond to or confront the bully; if they get a reaction from you it may encourage them.
- Save any abusive texts, emails or other evidence.
- Tell an adult you trust (your parents, houseparents, or a teacher) and they will be able to help make it stop.
- Make sure you are not the “cyberbully”, by thinking before you press the “Enter” or “Send” key.

If something is happening on-line that makes you feel uncomfortable, there are people you can tell that can help. Some sites have the “Click CEOP” button installed, and Facebook has an application which adds it to your Profile.



Clicking this button from any website lets you access excellent information and advice from CEOP. It also allows you to submit a report to the Police, who always investigate each report fully.

CEOP give the following tips for parents:

- Talk to your children about what they are doing on-line and watch the ThinkUKnow films to learn more.
- Know which devices connect to the internet and how. Consider the use of parental controls on these devices.
- Set boundaries in the on-line world just as you would in the real world.
- Emphasise that not everyone on-line is who they say they are and know what to do if something goes wrong.

## Where to find more information...

We strongly recommend that the first port of call is the “Think U Know” website – the educational branch of CEOP. The film “Keeping up with The Joneses” is particularly useful for parents and a visit to the 11-16 zone of the site will reinforce the advice we have given to our pupils.

[www.thinkuknow.org](http://www.thinkuknow.org)

In response to research highlighting the concerns of parents, the four major internet service providers in the UK (BT, Sky, TalkTalk and Virgin Media) have recently launched *Internet Matters*. This on-line portal is designed for parents to access advice so that they can make confident, informed choices when it comes to their children’s on-line safety.

[www.internetmatters.org](http://www.internetmatters.org)

The Vodafone magazine Digital Parenting contains a great deal of help for parents and can be downloaded free from their website:

[www.vodafone.com/content/parents.html](http://www.vodafone.com/content/parents.html)

In addition, some Dollar parents tell us that they use free internet filter software from k9 to allow them to control their child’s access to the internet on a variety of devices.

[www.k9webprotection.com](http://www.k9webprotection.com)

**Other useful websites include:**

[www.ceop.police.uk](http://www.ceop.police.uk)    [www.cybermentors.org.uk](http://www.cybermentors.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)    [www.childnet.com](http://www.childnet.com)

## And finally...

Good manners never go wrong; in the real world, you might hold a door open for the next person, and say please and thank you. Similarly, your “netiquette” tells others a great deal about you. When you text, post a comment, or upload a photo, you must remember that it is permanent. You cannot delete; your actions will always exist somewhere on the Internet. Stay safe.



# DOLLAR ACADEMY

## Internet Safety Leaflet

Dollar Academy pupils love to use the internet. They have told us how much they like to socialise on it, share photos, spend money, play games, listen to music and watch videos; some even use it to help them with their school work! It has changed the way we all work, rest and play, and while we recognise the real benefits this wonderful technology has brought us, it is also true that there are dangers which often come hand-in-hand with each new program, website and application.

Internet safety is a hot topic, and rightly we take it seriously. We have invested a great deal of time and energy in staff training, and in the development and delivery of appropriate education material at each age and stage which has been designed to meet the specific needs of our pupils. We have also produced this leaflet, which we hope will be a useful starting point; it does not aim or claim to contain all the answers. Instead we hope it will be a catalyst for our pupils and their parents to learn more about staying safe on-line.



## The stats tell us...

In April 2011 we asked every pupil from Form I to Form VI to complete a questionnaire provided by the Child Exploitation and On-line Protection Centre (CEOP), about their use of technology. We learned a great deal about how often pupils use the internet, where they access the internet, what they do on-line, as well as any potentially risky behaviour on-line by our pupils. We used the data we gathered to shape our education programme.

Modern technology moves extremely quickly and it may be interesting to note some national data about teenagers' use of technology now in 2015. This is taken from the *Internet Matters* website.

- 44% of children aged 10-13 use social networking sites.
- 1 in 3 12-15 year olds may be in contact with people they don't know on their social networking site.
- 45% of 12-15 year olds know someone who has been cyberbullied.
- 1 in 4 children have received an unwanted image via the internet or on their mobiles.
- 43% of teenagers have posted information on-line they later regret.

More information is available on the *Internet Matters* website

[www.internetmatters.org](http://www.internetmatters.org)

## Dollar Academy's on-going educational response...

We have been eager to keep up to date with the current developments in the use of the latest technologies. Our Cyber Safety Working Group has brought together staff and pupils within the school to keep our internet education programme at the leading edge. To date, our CEOP Ambassador, Mr Cameron Smith, has trained 43 Prep, Junior and Senior School staff as CEOP Trainers, and we have also delivered a series of special year group assemblies.

While these assemblies have emphasised the many positive aspects of technology, we have used resources provided by CEOP and other appropriate sources to highlight particular risks that our young people may face. In addition, we have given them strategies to empower them to stay safe on-line and advice about what to do if things go wrong.

We are aware that risks and issues change quickly, and regular updates for pupils are planned through both our PSE programme and further special assemblies.

**Junior 2** - Using the film 'Jigsaw' we highlighted issues associated with privacy and friends on social networking sites. We also discussed the pitfalls of young people using *Instagram* and its potential as a platform for cyberbullying.

**Form I** - Using the resource 'Let's Fight it Together' from [childnet.org](http://childnet.org) these lessons aim to help children understand the impact that cyberbullying can have on different people, and to recognise that cyberbullying, is not acceptable. It aims to prevent this behaviour from occurring, and to enable pupils to respond effectively if it does occur.

**Form II** - We raise their awareness of their 'digital footprint' and how it might affect them now and in the future. We use the CEOP resource 'First to a Million' to highlight the consequences of making bad choices and sharing an inappropriate image.

**Form III** The Central Scotland Youth Project come into school to implement their 'real world' and internet personal safety programme using, amongst other resources, the CEOP film 'Exposed'. The pupils also explore the legal implications involved in Snapchat, Tumblr and sharing an inappropriate image.

**Forms IV and V** - PC Fiona Murphy from Police Scotland comes in to talk to the year groups about their on-line behaviour and to reiterate the legal implications involved.

**Form VI** - As well as a talk from Police Scotland, the pupils receive a special presentation entitled "How To Get Kicked Out Of University". Various case studies are examined where young people's on-line activities adversely affected their university life, sporting scholarships and employment prospects.

## Internet Safety Tips from our pupils for our pupils...

- Do not alter someone else's Facebook pages ("frape"), which can have far-reaching, perhaps legal, implications, and do not make fake pages ("hate sites").
- Do not upload photos or comments that you would not want parents or teachers to see. Ask for permission before uploading or forwarding anything which might cause offence or be seen as "cyberbullying". Errors of judgement made on-line can have an impact in school.
- As soon as you text, key-in, or upload anything there will be a permanent record of your actions on the internet - as CEOP say, "you cannot delete". Take care with what you advertise about yourself - strangers should not be able to work out where you live, go to school etc from your Profile.
- Set all your Privacy buttons to their maximum values. Check them regularly as website administrators often alter what users are able to control. Do not trust anyone on the Internet unless you know them personally. People can be deliberately deceiving.
- Do not have the same password for all your accounts - use numbers and letters, and keep them secret. Up-to-date security software, including a Firewall, is essential to keep you and your computer safe.
- Do not click pop-ups - they can make your computer vulnerable to viruses. Switch on your pop-up blocker.
- Do not reply to requests for personal information, such as phone numbers, PINs, and account numbers. This is known as "phishing" for information.
- Always log-out of websites on shared computers in school, in your Boarding House, and in public places.
- Take particular care on sites which involve web-cams - only use them to chat to people you know offline too.
- When shopping on-line, ensure that the payment site is encrypted - look for the padlock symbol.