

Mobile phones



A mobile phone is a great way to keep in touch with friends and family, providing a feeling of safety and security.

Follow these simple guidelines to make sure you are safe on the move.

If someone sends you a rude or nasty text message, show it to a trusted adult. Never reply or retaliate

Remember only to give your phone number to people you know. Don't pass a friend's number without their permission.

Never send a picture message (MMS) to somebody you have never met in the real world, even if you have spoken to

Gaming Online gaming allows you to test your skill against players around the world.

Play with style! Never upset someone just to get to the next level or the game. Gaming sites ban gamers who offend others.

Sign in with a nickname to protect your identity.

IT'S ONLY A GAME! Sometimes you will win; sometimes you will lose.



Never arrange to meet people who you have only met online. They may not be who they say they are.

Use nicknames, cartoons and cool graphics to protect your real identity.

Delete spam emails from people who you do not know.

Always tell a trusted adult if you receive a message that upsets or worries you.

Do not respond or reply to malicious text messages.

Use the abuse function to report any issues.

Where can I find out more?

Look for this button on the websites you use.



For more information, visit

www.thinkuknow.co.uk

www.wisekids.org.uk

www.ceop.police.uk



Contact **Mrs J Bowe** or **Miss C Jennings** If you would like to talk to someone from the Academy about any issues raised in this leaflet.



CASTLE VIEW ENTERPRISE ACADEMY

GUIDE TO eSAFETY



Are you safe online?

All students at Castle View Enterprise Academy have access to the Internet, whether during the Academy day or at home. But are you safe.

- Are you protecting yourself online?
- Do you know who you are talking to?
- Do you know what you are accessing?

This leaflet will give you important information about how to stay safe online and help protect your friends and family.



Internet

The Internet is a community of people, so on the Internet if you don't know someone treat them like a stranger.



Never give out any personal information: full name, names of family or friends, addresses, telephone numbers.



DON'T arrange to meet anyone you've only met online. They might not be who they say they are.



ALWAYS evaluate the information you read on the web. Just because it's on the Internet doesn't mean it's true!



ALWAYS tell a parent/teacher if something you find on the Internet makes you feel upset or uncomfortable.!



Email

My inbox sometimes contains messages from people I don't know. What should I do?

Emails from people you don't know are usually junk emails called 'spam'.

Ignore spam as it may carry viruses and could take you to inappropriate websites. Always delete messages from anybody you don't know.



Cyber Bullying

Cyber bullying is the name given to using the internet or mobile phones to send nasty, upsetting and harmful messages or pictures to others.

It is particularly unpleasant as people can suffer abuse when alone or in their own homes, where they should feel safe and secure.

Three steps to protect yourself against cyber bullies:

- 1 Do not respond or reply** to nasty, threatening emails or text messages.
- 2 Save all upsetting messages.** Keep them all in a separate folder so that you can show them to an adult.
- 3 Tell a trusted adult.** If you tell somebody what has been happening they will be able to help and maybe stop it.
- 4 Always press the button** to report abuse.



Social Networking

Social networking sites are run entirely online. Any of the information you put on a social network can be copied and pasted by anyone in the world. Once it is online it is there **forever!**



On your profile instead of your name use a nickname; your friends will know who you are.



Use your real age. Only accept friend requests from people you know.



Use privacy settings. Set up your account so that only approved friends can see your profile and message you.

Don't put your mobile number or address on online social networking sites. Your real friends already know them.



Use cool graphics and cartoons instead of photographs to personalise your profile.