



**Woodkirk Academy**

&

The Sixth Form @ Woodkirk Academy

## **Online Safety Briefing Sheet**

**January 2021**

### **Online Safety**

We recognise that modern technology offers significant opportunities for learning and socialising and ever more so in these difficult times. Responsible use of technology to learn, communicate with friends and family and access support will be really important as the opportunities for face to face communication are restricted.

We want to ensure that students and parents understand how to ensure young people stay safe online.

### **Advice for Staying Safe Online.**

Keep personal information private, do not share personal details like your address, school, phone number or location. Avoid posting anything that can identify you to a specific location such as your school, football club etc. That includes avoiding posting pictures in an identifiable uniform or saying where you are going online.

Make sure your security settings are in place so that you control who sees anything you share online and check these regularly. Don't share your passwords even with friends, make them hard to guess and if you think your account has been hacked or cloned report it straight away and change your password.

Remember that people online are not always who they say they are. Never agree to meet someone in person you have only met online. If someone makes you feel uncomfortable online, log off or block them and tell a trusted adult. Use reporting buttons to report inappropriate behaviour.



Think before you post or send anything online, would you be happy for anyone to see it? Even if you send something privately the person you are sending it to could screen shot it and share it. Would you be happy for your family to see it? What about a future employer?

Don't accept or open files from people you don't know they could contain viruses or inappropriate messages or pictures. Delete suspicious emails.

Not all information online is reliable, check if it is a trusted source before using it. Beware of pop ups that take you to less trusted sites and check web addresses look genuine. Beware of fraudulent emails, texts and links that take you to fake sites and never give your bank details even if they are promising you a cash prize or refund.

Be aware that most people are likely to exaggerate online and only share their perception of events, people often only share the best times. It's not likely to reflect their everyday real life and you shouldn't compare it to yours.

It's good to know what's going on in the world but if it gets too much take a break from it and do something that takes you off line and helps you relax or focus on something else.

If you do send something you regret or feel you shouldn't please tell someone so we can try and help you put things right. Don't let anyone use something you have shared online to make you do or say things you are not okay with.

## What do I need to do if I am worried?

All staff who work in school have a responsibility to safeguard and protect children and young people. If you are worried tell an adult you trust or speak to one of our safeguarding team.

If you've received something through Office 365 (Outlook, Microsoft Teams, etc.) that makes you feel uncomfortable you can e-mail our mailbox: [safeguarding@woodkirkacademy.com](mailto:safeguarding@woodkirkacademy.com)

Safeguarding Staff are available through the numbers below or by email.

Mr D Currie (Designated Safeguarding Lead)	0113 8873554 (please leave a message if not available). Main Line 0113 8873600 (office hours)
Mr N Cook	0113 887 3557
Mrs L Roberts (Leodis Cluster Lead)	07835712726

If you are worried you have been a victim of online abuse or you're worried about somebody else you can also report this to CEOP online at [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) have advice for all different ages including parents/carers on all sports of online issues and where you can get support.

If you're being bullied online and would like to talk to someone in confidence you can also speak to Childline on 0800 1111 or talk to them online at [www.childline.org.uk/get-support/contacting-childline](http://www.childline.org.uk/get-support/contacting-childline)