

## Stay Safe – Seven Important Tips on Internet Safety

1. **Always Respect Others:** Always show respect to people and be careful what you say online or what images you send. What you think is a joke may really hurt someone else. Always ask permission before you take a photo of someone. If you receive a rude or nasty message or picture about someone else **do not forward it**. You could be assisting a bully and even be accused of cyber bullying yourself. You could also be breaking the law.
2. **Think Before You Send:** Before you send any images or text about yourself or someone else by email or mobile phone or before you post information on a website you must think. Remember that what you send can be made public very quickly and could stay online forever. Do you really want your future employer to see that photo?
3. **Treat Your Password Like Your Toothbrush:** Don't let anyone know your passwords. Change them on a regular basis. Choosing hard to guess passwords with symbols or numbers will help stop people hacking into your account and pretending to be you. Remember to only give your mobile number or personal website address to trusted friends.
4. **Block the Bully:** Most responsible websites and services allow you to block or report someone who is behaving in an unkind or inappropriate manner.
5. **Don't Retaliate or Reply!:** Replying to bullying messages, particularly in anger, is just what the bully wants.
6. **Save the Evidence:** Keep records of offending messages, pictures or online conversations. These will help you show others what is happening and can be used by the Academy, internet service provider, mobile phone company or even the police, to investigate the cyber bullying.
7. **Make Sure You Tell:** You have a right not to be harassed and bullied online. These are people that can help:
  - Tell an adult you trust.
  - Tell the provider of the service you have been bullied eg. your mobile phone operator or social network provider. Check their websites to see where to report.
  - Tell your school – Mrs S Rempel, Associate Principal with responsibility for safeguarding and child protection or Mrs J Mills, Pupil & Family Support Worker, with responsibility for behaviour, safety and anti-bullying.