

# Online Safety Information

## January 2021

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/family and access support will be really important as the opportunities for face to face communication are restricted whilst we are in a national lockdown.

We want to ensure that all of our students and parents/carers understand how to ensure young people stay safe online.

### Advice for Staying Safe Online

It is crucial to keep personal information private. Do not share personal details like your address, school, phone number or location and avoid posting anything that can identify you to a specific location such as your school, football club etc. This 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 (see below).

It is wise to take some time to think before you post or send anything online. Ask yourself whether you would 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. Always delete any suspicious emails.

Not all information online is reliable so it is sensible to check if it is from a trusted source before using it. Beware of pop ups that take you to less trusted sites and check

web addresses look genuine. Be mindful 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 and often only their best times. It is not likely to reflect their everyday real life and you shouldn't compare it to yours.

It is 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 offline and helps you relax.

If you do send something you regret or feel you shouldn't have, please tell someone so we can try and help you put things right. Never 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 at Lightcliffe Academy 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: [contactus@lightcliffeacademy.co.uk](mailto:contactus@lightcliffeacademy.co.uk)

Safeguarding staff are also available through our email system:



**Mr Clarke**  
Designated Safeguarding Lead  
[jclarke@lightcliffeacademy.co.uk](mailto:jclarke@lightcliffeacademy.co.uk)



**Miss Barr**  
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**Miss Williams**  
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**Mr Greenwood**  
Head of Year 9  
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**Mr Cross**  
KS3 Achievement Director  
[bcross@lightcliffeacademy.co.uk](mailto:bcross@lightcliffeacademy.co.uk)



**Mrs Rathmell**  
Post-16 Pastoral Support  
[drathmell@lightcliffeacademy.co.uk](mailto:drathmell@lightcliffeacademy.co.uk)

You can also log a concern via our website by using the 'Share A Concern' Button on our homepage [www.lightcliffeacademy.co.uk](http://www.lightcliffeacademy.co.uk)

Share A Concern

If you are worried you have been a victim of online abuse or are 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 a whole range 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)