**Rules for Your E-Safety**

1. Always think of your personal safety when first contacting someone you don’t know using ICT or your mobile phone. Remember it’s easy for anyone to lie about who they are online, so you can never really be sure who you are talking to.
2. Do not give out any personal information about yourself online to someone you don’t know - not your full name, address, street name, postcode, the school/college/Centre you attend or anywhere else you go to near where you live.
3. Never give your contact number to anyone you don’t know.
4. It’s a good idea to use a nickname when you are online - never use your real name.
5. Don’t meet people you have only spoken to online. If you do decide to meet in real life with someone you have met online, make sure you tell your parents, take someone sensible and trustworthy with you and always meet in a public place, at a busy time.
6. Never give out photographs online or over your mobile unless you know the person in real life. It is easy for someone to alter your photos and send them onto others or, even, to use them to pretend they are you!
7. Always use private settings whenever setting up a social network page or an Instant Messenger account, so your personal details can’t be seen by people you don’t know.
8. Anything you upload to the Internet will be there forever, so be careful what you put online.
9. Never go onto a webcam session with people you don’t know in real life. Webcam images can be recorded, copied and shared with other people.
10. If you receive any messages or photos that worry or upset you, talk to your parents or a trusted friend.

You can also report it online via the website:

www.thinkyouknow.co.uk

**Mobile Phone Safety**

1. Remember if you are being bullied it isn’t your fault. Talk to a trusted adult at home or at St-Eds.
2. Don’t reply to any nasty messages you receive as this could lead to further messages
3. Don’t reply to a text from someone you don’t know.
4. Keep the messages you have been sent so you can show them to a trusted adult and make a note of the time and date of the messages or calls you receive
5. Don’t answer calls form withheld numbers or numbers you don’t recognise, let it go to voicemail.
6. Block numbers from people who are sending you nasty messages/calls
7. If you are bullied repeatedly, speak to someone who can change your number
8. Don’t give out your mobile number to someone you don’t know
9. Don’t send pictures to someone you don’t know, especially of yourself or of others

**What should you do if you are being bullied online?**

1. Tell an adult you trust if you are being cyberbullied
2. Don’t respond or retaliate to bullying messages – it could make things worse. Block users who send you nasty messages
3. Save abusive emails or messages (or texts) you receive
4. Make a note of dates and times you receive bullying messages, as well as details you have of the user’s ID and the URL
5. Don’t pass on any cyberbullying videos or messages – this is cyberbullying. If you are bullied repeatedly change your use ID, or profile, and use a name that doesn’t give any information away about you

If any of the above is affecting you and the problem is serious, you can report it to the police, cyber mentors, or ChildLine

[www.thinkUknow.co.uk](http://www.thinkUknow.co.uk)

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

[www.childline.org.uk/talk/pages/talk.aspx](http://www.childline.org.uk/talk/pages/talk.aspx)