



Holtsmere End Junior School  
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## Introduction

We are the digital leaders for Holtsmere End Junior School.

Throughout the school year we have been working our way through seven different modules which has taught us how to be safe online and how to deal with cyber bullying. Learning important facts along the way about cyber bullying and tips on keeping safe whilst online. We delivered an assembly about cyber bullying to the rest of the school which covered the topic of what to do if you were ever in a similar situation. In the near future we will be running lessons which will show the children of Holtsmere End ways to be safe.

If you have any questions or suggestions that might help this process, please contact the school office.

## Being Responsible

Responsible means "is it reliable?" This means can you trust it? For example if someone sends you a website suggestion, but it does not look genuine, what would you do? Would you open it anyway and take the chance of it being fake and therefore harmful to your computer or would you block and report it?

Sometimes if you're playing a game and you see pop-ups which look interesting would you open the link and risk the chance of strangers contacting you, or would you be a responsible online user?. Would you report it or leave it?

These are a sample of questions we as Digital Leaders have had to answer in order to gain our Digital Leaders Award.



We hope you will also consider websites more carefully after reading this leaflet. If you have any questions please ask a Digital Leader who can assist you.

## Cyber Bullying...

Cyber bullying can leave the recipient feeling very sad and alone and not knowing who to talk to about what is happening. If you or someone you know are feeling sad about things that have or are happening over the internet, please place your trust in a Digital Leader, they have received training on how to help you to tell a teacher or parent what, where and how the bullying is taking place. Cyber bullying can be delivered in many ways over the internet, for example messages direct to your account, messages to others about you also photos and videos which you have been tagged in on social media. Cyber bullying is just as harmful and hurtful as face to face bullying, but some people think that cyber bullying is not really bullying but it is! And if you are being cyber bullied then tell some and the situation can be dealt with correctly. Please do

not just sit back and hope that it will go away, it is always better to tell a parent or teacher straight away about things that have upset you or left you feeling uncomfortable so that steps can be taken to report the actions of the person delivering such messages or photos. Or if you feel happier talking to someone of your own age first then please talk to a digital leader and together we will sit with a parent or teacher who is then able to help your situation.

Together we need to stop bullying so that everyone can enjoy the internet knowing that we all feel safe. Digital Leaders understand there are dangers on the internet and at times it can be upsetting to read or watch things which is why we feel in our school to have such children who have given up their time to learn more about the situations we may find ourselves in and equip us better with the skills to help our fellow students.



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**S** is for Sharing personal information over the internet can have damaging consequences, for example if you post a photo on social media of you and your friends in your school uniform this information would be visible to all. It allows strangers to not only know what you look like but where you go to school. You should always be selective what photos you share online, remembering never to reveal personal information about yourself or those in the photos with you.

Another thing to be careful of when online is talking about personal details such as where you are going to play and with who, you can never be too sure who else apart from your friends are reading this information.

When you are playing a game which has a chat room attached and someone asks personal questions, NEVER reveal the answers, instead tell a parent/carer or teacher and block and report the user. Please remember the information you share online stays online.

**A** is for Accepting. For example you may receive a message on a social network site from a person who you don't know but you have a friend in common on the web page. You should never accept this friend's request, instead tell your parent/carer or a teacher and then block this person. It would also be wise to ask the mutual friend how well they know the person and let them know that they sent you a request. Sometimes strangers sent video links with misleading headings which will encourage you to read. You must never open a link from a person or address you don't know, do not delete though because you need to show an

adult and they will be able to deal with it in the correct way. Never forward the link on to your friends.

**F** is for friendships online. Friendships are important to everyone and we all like to share facts about what we have been doing with our friends on social media. But not all friendships are friendly online. It is important to always be friendly to people even if you are not friends. Friendships are built on trust so never post anything about someone that you would not like to see posted about you. If you become online friends with someone always let a parent or teacher see their profile and what you have been chatting about to ensure you are safe at all times, because sometimes people might not be who you think they are. Sometimes adults pretend to be children to get you to reveal information about yourself and this could have serious consequences.

**E** is for Email. If you suddenly receive anonymous emails from someone not in your contacts never open it because it could not only contain upsetting graphics or text, but it could also contain a virus which is harmful to your computer network. Likewise never leave emails open on a computer because you never know what a person will do with such information, especially if it is private information. Never save documents downloaded from an email onto a public computer because again you never know who else will look at it.

If in doubt always block and report the sender and inform an adult.

## Dangers of meeting

When you are playing a game where you can text or call someone and they ask you to meet them you should never go. Here are some reasons of why you should not trust people on the internet:

- \* They might not be the person that you were hoping to see
- \* They might try to harm you or put you in danger
- \* They may want to have access to your personal information

There are three simple rules to follow when online:

**Zip it** - don't say anything back to them

**Report it** - tell a reliable adult

**Block it** - delete the message or email

