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COUNCIL

cyber
bullying

get switched on
and stay safe!

how to protect against cyberbullying

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what is cyberbullying and what can you do to prevent it ?

Computers can be great fun.

We can find out and learn all sorts of interesting things on the internet. People can speak with friends and sometimes make new friends on the internet.

We can chat or play with friends on the internet who like the same things we do.

The Cyber Safe Code will help you use your computer in a safe way when you are on the internet.

Cyberbullying

When someone says something unkind or hurtful when they are emailing or sending a text, this is called cyberbullying. Bullying is not allowed and will be dealt with very seriously.

Cyber Safe Code

Always respect others
Be kind when you talk to people when using your computer.
If anyone makes you feel unhappy – tell a grown-up straight away.

Permission
Always ask a grown-up before you talk to people on the internet. They can help you talk to others safely.

Don't forward
Never open emails or messages from strangers. Always tell a grown-up if someone you don't know sends you a message. Never send a message from a stranger to anyone else.

Think before you send
Always ask a grown-up before you send anyone anything from your computer. Never send any pictures to strangers. You wouldn't want a stranger to have a picture of you, a friend or your family.

Treat your passwords like your toothbrush
Ask a grown-up you know well to help you keep your passwords safe. You wouldn't share your toothbrush with anyone else – don't share your passwords with other people.

Block the bully
Let a grown-up know if anything you see or hear on the internet makes you feel upset or worried. This is called cyberbullying. A grown-up you know well will help you.

Always tell someone
No-one deserves to be bullied online. There is always someone to help.

There are people who can help if you are worried about anything you see or hear on the internet.

- Tell a grown-up you trust who can help you sort things out.

- Tell your school. One of the grown-ups at school will help you.

- Report anything that worries you when you are online by pushing the CEOP button.

- Call a helpline like ChildLine on **0800 1111**.

- If you know someone who is being cyberbullied, tell a grown-up straight away.

There are lots of useful sites on the internet to help you. "Thinkuknow" have lots of ideas to help you use the internet safely. A grown- up you know well can help you try out the games on the site:

http://www.thinkuknow.co.uk/

For more information or if you want this information in a different format or language, please phone **01698 454545** or email education@southlanarkshire.gov.uk

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what is cyberbullying and what can you do to prevent it?

This leaflet has been written to help pupils in primary schools understand how to use the internet and mobile devices safely and responsibly.

What do some of the words in this leaflet mean?

The internet is the word used to describe the computers across the world being connected to each other.

Mobile devices are pocket sized computers such as phones or hand held game systems.

Responsible means to do something in a mature, sensible and reliable way.

Digital technologies help us to store and share information. We can squash lots of information into tiny spaces using digital technologies.

Digital footprint is the trail of information you leave behind you every time you go online.

What are some of the positive reasons for using digital technology?

We can search and select from a wealth of information very quickly – anytime, anywhere.

We can share information and talk to each other in lots of exciting and new ways.

We can communicate and collaborate.

We can use tools online which help us learn.

We can create animations, movies and podcasts.

We can play games, have fun and enjoy using digital technology.

What is cyberbullying?

Being sent an unpleasant or threatening text message or seeing a nasty comment about you on a website, can be really upsetting! When something like this happens it is called cyberbullying.

Cyberbullying is no different to any other kind of bullying. It is not acceptable.

Cyberbullying is not something which happens face to face, so sometimes you may not know the person targeting you.

All the people who work in a school know what cyberbullying is. They are there to help you deal with any worries you might have.

The Cyber Safe Code is a list of important tips which will help you to avoid cyberbullying. The tips will also make you a responsible user of the internet.

Cyber Safe Code
Always respect others
- When we talk to each other face to face, we can judge a person's reactions by their facial expressions or body language. We do not see this in a text, email, facebook etc. Sometimes messages can be misunderstood.
- Be careful what you say online so that you do not hurt or embarrass another person.

Permission
- Always ask permission before you take a photograph of someone.
- Never post a photograph of someone else online without their permission.

Don't forward
- If you ever receive a rude or nasty message, photograph or video, don't forward it. This makes you the same as the bully who sent the message in the first place. This is irresponsible.

Think before you send
- Always think before you send or post any message, photograph or video online.
- Remember that everyone can see what you publish. It could stay online forever and be altered without you knowing. Every time you go online you leave a trail! Don't take risks with your digital footprint.

Treat your passwords securely
- Don't let anyone know your passwords.
- Change your passwords regularly and don't save them to any device.
- Always log off when you are finished.
- Never give out personal information online.

Block the bully

- Let an adult know if anything you see or hear makes you feel upset or worried.

Don't retaliate or reply to a cyberbully

- Do not reply to bullying messages; don't give them what they want!

Always tell someone if you or someone you know is being cyberbullied. No-one deserves to be bullied online. There are people who can help.

- Tell your mum, dad, carer or another adult you trust who can help you decide what to do next.

- You can also report any worrying behaviour by using the CEOP Report Button.
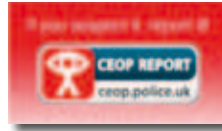
- You can call a helpline such as ChildLine on **0800 1111**.

There are lots of useful sites on the internet to help you learn more about using the internet, safely and avoiding cyberbullying. This link is a great place to start: **http://www.thinkuknow.co.uk/**

For more information or if you want this information in a different format or language, please phone **01698 454545** or email **education@southlanarkshire.gov.uk**

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cyber bullying

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cyber
bullying

advice for secondary pupils

stay safe!
when using mobile
devices or online

how to protect against cyberbullying

what is cyberbullying and what can you do to prevent it ?

We live in a rapidly changing world where technologies play an ever increasing part in our daily lives. This leaflet has been written to help you understand some of the issues around using the Internet and mobile devices safely and responsibly.

Terminology explained

Mobile devices are small computers such as phones, iPods and handheld games.

Digital technologies are used to store and share information.

A digital footprint is the trail of information left behind every time you go online.

Social Networking refers to an interactive site where you can communicate and share information with other users, such as Facebook, Youtube, online forums or discussion groups.

Positive reasons for using technologies

Schools focus on providing opportunities for you to learn using some of these technologies because you can:

- search and select from a wealth of information very quickly; anytime, anywhere
- communicate with other learners
- collaborate with others to support your learning
- use online learning tools

- create animations, movies and podcasts
- play games and enjoy using them

What is cyberbullying?

Cyberbullying is the term used to describe bullying behaviour which takes place via mobile devices or over the internet through emails, instant messaging and social networking websites. Texts, images, messages and videos can be sent or posted on websites with the intention of intimidating, hurting or embarrassing someone. Cyberbullying is no different to any other form of bullying: **it is not acceptable**.

Cyberbullying is not face to face, and because of this it is sometimes hard to identify the person targeting you. However, there is always someone who can help.

Cyber Safe Code

Always respect others

- Be responsible about what you say or do online so that you do not hurt, embarrass or intimidate another person.

Permission

- Always ask permission before you take, send or post images or videos.

Stop and think

- Before you send or post any messages, images or videos online, be aware that other users could see and alter them without your knowledge.
- If you receive an offensive message, image or video about someone, don't forward or reply to it. This makes you the same as the bully.
- Every time you go online you leave a trail! Don't take risks with your digital footprint.
- Be aware of the personal information you share online as this could put you at risk.
- Never give out another person's details online as it is not yours to give.

Protect your passwords

- Don't give anyone your passwords.
- Change your passwords regularly and don't save them to any device.
- Always ensure you have logged off any sites.

Security settings

- Check your security settings regularly. Who can see your information; just your friends or friends of friends who you don't know?
- Make sure your friends online are really friends. Before accepting the friend request think about whether you know this person in real life, do you see them on a regular basis and should you be accepting this request?

stay safe when using mobile devices or online

Report

If you have any concerns about cyberbullying report it by;

- Telling a member of staff or a trusted adult
- Using the CEOP report button. This can be found on many social networking sites or at **www.respectme.org.uk** and **www.thinkuknow.co.uk**

- Contacting a helpline such as ChildLine **0800 1111** or the Bullying Line **0800 441111**

What else can I do?

- Save all evidence you have of the bullying.
- If you have offensive material sent to you, save it.
- Learn how to block the bully on networking sites or delete them from your contact lists.
- If you are being bullied, contact your internet or phone service provider or ask an adult to do this for you.

Remember, when technology is abused or used to threaten others there may be legal consequences.

For more information or if you want this information in a different format or language, please phone **01698 454545** or email **education@southlanarkshire.gov.uk**

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This leaflet provides advice for parents, carers and other adults to support young people in using the internet and mobile devices responsibly and safely.

Young people are growing up in a rapidly changing digital environment.

In order that our young people remain safe whilst gaining the greatest benefit from technologies, all adults need to take an active interest in how technology is used in the classroom, at home and in the community.

Most young people do use technology appropriately, but only by discussing responsible use of the internet and mobile technology can we ensure all our young people have the knowledge and understanding to make appropriate, safe choices while online.

cyber
bullying

What are some of the benefits of using digital technology?

- Access to instant global information – anytime, anywhere to enhance learning.
- The use of online tools such as animation, movies and podcasts to promote creativity.
- Increased levels of communication and collaboration, using tools such as blogs, wikis, emails and social networking sites.
- Engaging in virtual learning environments – such as Glow, Moshi Monsters, Club Penguin or Habbo Hotel.
- Games based learning.

What is cyberbullying?

Cyberbullying is the term used to define bullying behaviour that takes place via mobile devices or over the internet.

Cyberbullying is no different from any other form of bullying and the impact is no less devastating. It can take place anytime, anywhere, is not carried out face to face and sometimes the young person may not know the identity of the person targeting them.

It is often hard to identify the perpetrator because of the technology used.
Texts, messages or images can be sent or posted on sites, which hurt, intimidate or embarrass another person.

It is unacceptable behaviour and as such when an issue relating to cyberbullying is reported, all learning establishments have policies and procedures in place to ensure prompt and effective action is taken.

What do you need to know?

As parents and carers you need to be aware that often our young people may know much more about technologies than we do. Recognising and understanding the increased capacity of mobile technology and the internet is crucial in bridging this gap.

Friendship

Parents and carers need to talk with young people about their understanding of a 'friend'. They need to understand the differences between a friend in the real world and a friend they have met online. Friends are part of their daily lives. A friend is someone they know and trust. An online 'friend' may not be someone they know or trust.

Understanding and discussing this difference is a crucial element of online safety. Parents and carers should help young people build appropriate online relationships.

Cyber manners

It is also helpful to discuss online manners with young people.

Young people should be treated and should treat others with respect. They should behave the same way online as they would in the real world. Never use offensive language or act in a confrontational or abusive manner. If you wouldn't say it, don't send it!

Conversations displayed on a screen are different from face to face conversations, as gestures, facial expressions and tone of voice cannot be seen or heard. For example **DON'T TYPE IN CAPITALS** as this could be seen as shouting and familiarise yourself with abbreviations used online such as, lol (laugh out loud) as conversations using these abbreviations can often be interpreted incorrectly.

Privacy and security

Young people need to be aware of the personal information they share online as it could put them at risk. Passwords should be secure, guarded carefully and not shared with others.

They must also recognise the importance of respecting other people's privacy for example; sending images of others is inappropriate unless you have asked their permission.

Digital footprint

We all have a digital footprint. Everything we say or post online is saved somewhere and cannot be deleted and will remain as part of our digital footprint. Talk about the implications of this for their future, for instance would they want their current online profile to be seen in five or ten years time by a future employer?

Parental controls

It is important to have knowledge of the sites your child is visiting regularly.

Discuss the sites you feel are appropriate and those which are not. If you require guidance on age appropriate sites to enhance learning, your child's school will be happy to provide this information. For example, are you aware that Facebook is for over 13's only?

You can install a filter on your computer which allows you to block and monitor inappropriate materials. Please note that a filter can never offer complete protection.

What guidance can I give my child if they say they have been a victim of cyberbullying?

- Reassure your child that telling a trusted adult is always the right thing to do.

- Ask to see any messages, posts or images of concern.

- Find out as many facts as possible about the situation for instance has anyone hacked into their profile or posed as them online?

- Explain to your child that anything else they receive shouldn't be opened or read, but they should tell you immediately.

- You may want to reply to the messages saying you are an adult and that the messages are hurtful, inappropriate and need to stop. Avoid replying in anger or in a threatening manner.

- If the young person involved is at the same educational establishment, you may wish to make them aware of the problem.

- You could consider changing your child's mobile phone number or email address. Online social network pages can be made private and access can be blocked through personal settings. Responsible social networking sites have methods and tools where you can manage your child's profile, block users and report worrying behaviour.

- Report any abusive or worrying behaviours by using the CEOP Report button.

There are many useful sites and resources available on the internet to help with this topic. Below are just a few useful links.

www.thinkuknow.co.uk
www.teachingideas.co.uk/welcome
www.bizzikid.co.uk/
www.cybersmartcurriculum.org/
www.respectme.org.uk

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