

E-Safety



Rules of Internet use

- **NEVER** give out personal details about yourself. These include; your name, your address, your school, your telephone number or clubs that you may attend.
- **NEVER** share photographs or information about yourself or others. Respect other people's privacy.
- **NEVER** take part in questionnaires or surveys online. These are often there to trick people into giving information away.
- **INFORM** a member of staff immediately if you see something or read something that you find offensive or inappropriate.
- **NEVER** visit a website that is not appropriate for your age.
- **ALWAYS** report offensive e-mails to a member of staff.
- **NEVER** use language that is abusive or offensive.
- **ALWAYS** report cyber-bullying of any kind; targeted at yourself or others.
- **THINK** about the information you are viewing. Where has the information come from? Who has written it? Is it true, accurate and safe?
- If you use any information in your work you **MUST** state where you have found the information and acknowledge the source.
- Copyright © is often used with pictures and information on websites. This means that whoever has produced the information wants money to use it. You **MUST** respect this right.