E- Safety Guidelines for the Parents of Ysgol Glantaf and its Cluster Schools

Glan Ceubal Glan Morfa Mynydd Bychan Glantaf Melin Gruffydd Pwll Coch Y Wern Pencae

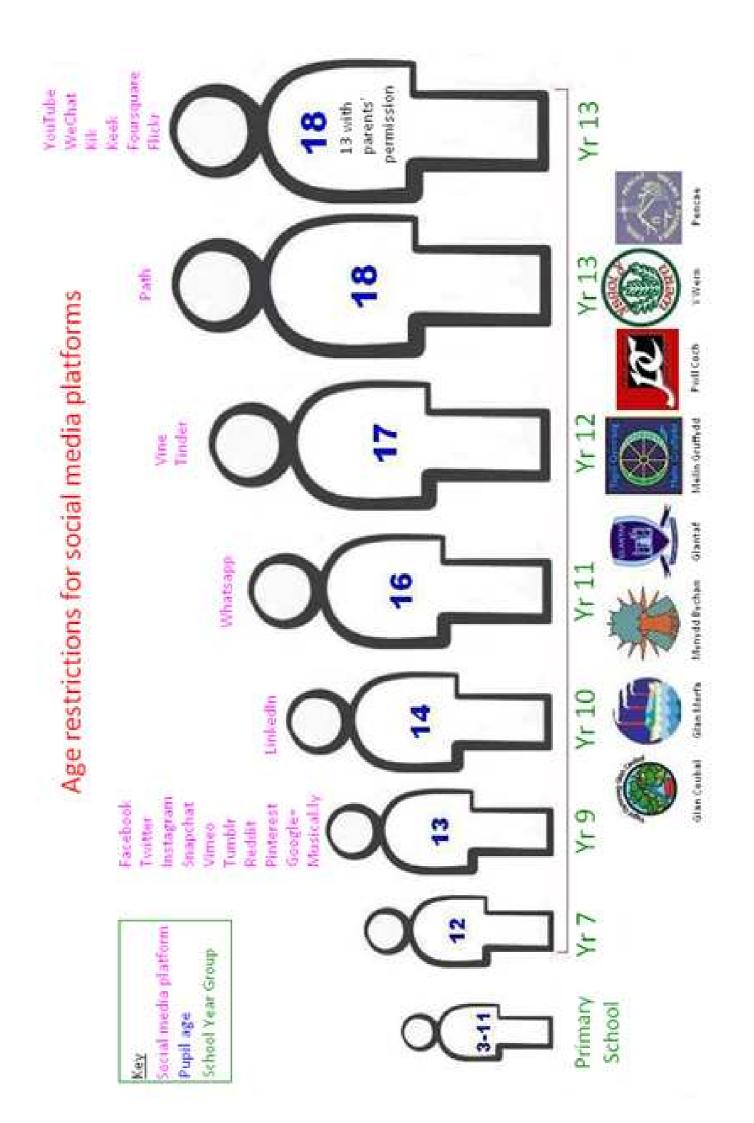The digital world is changing rapidly.

These guidelines have been created collectively by Ysgol Glantaf and its Primary cluster schools, to help ensure the safety of Parents and Pupils in the digital world.

Digital Literacy

Digital Footprint

Digital Competency

Age restrictions for social media platforms

Key
Social media platform
Pupil age
School Year Group

Facebook
Twitter
Instagram
Snapchat
Vimeo
Tumblr
Reddit
Pinterest
Google+
Musical.ly

LinkedIn

Whatsapp

Vine
Tinder

Path

YouTube
WeChat
Kik
Keek
Foursquare
Flickr

13 with parents' permission

3-11   12   13   14   16   17   18   18

Primary School   Yr 7   Yr 9   Yr 10   Yr 11   Yr 12   Yr 13   Yr 13

Glan Ceubal   Glan Morfa   Mynydd Bychan   Glantaf   Melin Gruffudd   Plaid Coch   Y Wern   Pencae

Social networking and the internet provide opportunities for your child to communicate, network and share experiences and interests. These social media platforms allow you to

- Chat
- Play games
- Share and view photos and videos
- Blog
- Share their online profile

However, it is important to use these sites appropriately. All references to parents should be taken in this booklet to include guardians and others with parental responsibility for a child / young person.

Protect Yourself, Protect Your Child

Glantaf's cluster schools recommend using the Internet and social media in a responsible manner in order to support learning and better communication with parents. More and more parents and children / young people use social networking sites and apps like Facebook, Twitter and SnapChat now when talking to friends. However, many users may believe that they are writing only for a small group of friends without realising that their information could be publicly available and can be read by a much wider audience. It is also possible that some parents may believe that they are able to discuss school matters in the public domain.

Each school values the responses of parents and guardians, and we always strive to solve any problems as soon as possible. Nevertheless, we are aware that there are a small number of parents who have used social networking sites in the past to make inappropriate comments about individual schools or teachers and staff.

Please note:
* Statements, defamatory or otherwise can have the same legal consequences as if they were made directly to another person.

In some cases criminal offences can be considered under a number of Acts including but not limited to the Malicious Communications Act 1988; Communications Act 2003; Protection from Harassment Act 1997; The Criminal Justice Act 2004 and the Public Order Act 1986.

Consequences for criminal offences under the above legislation include cautions, fines and significant prison sentences.

The sort of communications that are capable of amounting to criminal offences include:

 1) credible threats of violence against a person or damage to property

2) communications which specifically target an individual and may constitute harassment or stalking

3) communications which are grossly offensive, indecent, obscene, menacing or false.

General Advice

★ Please encourage your child to talk about anything that makes them feel uncomfortable and that many websites and apps have a 'Report Inappropriate behaviour' button.

★ Talk to your child about how they use the internet - ask them to share what they've been doing with you

★ Set clear rules - consider having a family contract for online safety. Try these examples :-

http://www.safekids.com/contract_kid

http://www.safekids.com/teen-pledge-for-being-smart-online/

http://www.safekids.com/contract_parent.htm

★ Discuss and look at the chat rooms and instant messaging websites that they use.

★ Remember, it is also possible for children to access the Internet through their mobile phones and gaming devices (e.g Nintendo Wii, X Box, interactive TV).

★ There are a number of children playing games that are unsuitable for their age with some even admitting to playing games with a certificate of 18+ i.e. They should be at least 18 years old to play.

Here are some useful websites to help you ensure that your child plays and uses appropriate material.

http://www.pegi.info/

www.commonsensemedia.org

http://www.bewebsmart.com/ipod-ipad-iphone/how-to-restrict-apps-by-rating

https://www.saferkid.com/app-reviews-for-parents

https://www.internetmatters.org/advice/apps-guide/

https://www.net-aware.org.uk/#

https://www.nspcc.org.uk/Preventing-abuse/keeping-children-safe/online-safety

Sharing Information

★ Check the relevant age restrictions on social networking sites (see the poster included).

★ Make sure you and your child adjust settings to protect your privacy. See the information sheets included for more advice on how to do this.

★ Encourage your child to use computers and laptops in a family room where it is possible for you to monitor - not the bedroom.

★ Often, people think that websites and social media networks are private places, in a way similar to a personal diary and address book. Help your child understand which information should be private e.g. addresses, telephone numbers and the name of their schools etc.

Communicating Safely and Responsibly

★ As the Internet allows easy access to online communication it can make children and adults feel more free to do and say things online that they wouldn't do and say face to face.

★ Often, people think that websites and social media networks are private places, in a way similar to a personal diary and address book. Help your children understand what information should be private e.g. addresses, telephone numbers and the name of their schools etc.

★ Use privacy settings to restrict who can access their profiles and who can contribute to it. Profiles should be limited to friends and family who can be trusted.

★ Remember, most websites and social networks are installed with 'Privacy Settings' set to Public, until you change them to have a 'private profile'.

★ Make sure the images and information your child is sharing are suitable.

★ Be aware that it is easy to share any information or images that are posted on-line or any social networks, for example, apps such as Snapchat and KIK, and it is impossible to claim them back.

★ Please be aware that they need to seek permission before posting images of other people online or on any social networks.

★ It is not acceptable for parents / children to make inappropriate comments about the school, staff members or members of any community at any school online networking sites (e.g. Facebook).

★ Bullying or harassment that happens online is called cyberbullying. It can happen in an email, text message, online game, or comments on social networking sites. The activities may be considered crimes.

★ If there is a case of cyberbullying, contact the school as a starting point.

★ Remember to discuss with your child that it is possible to find out who has sent a message, when it was sent and the exact location of the computer / gadget. Each of us has a permanent digital footprint.

For more information, please visit the following websites.

[Cardiff Against Bullying](#)

http://www.ceop.gov.uk

http://www.thinkuknow.co.uk

http://www.getsafeonline.org

www.bullying.co.uk

www.kidsmart.org.uk

www.childnet.com

http://www.digizen.org.uk/

www.wisekids.org.uk

I declare that I/we have read and accept the E-safety Guidelines

Pupil's/Pupils' name ....

Parent/Guardian's name ....

Parent/Guardian Signature..

Date ....