

Teacher Guide to Online Safety



We've put together some handy hints for helping to keep your pupils – and yourself – safe online.

Outside of school:

- 1** Be aware of, and ask for, your school's social media policy.
- 2** Consider your own digital footprint as a teacher, be aware of your social media profiles and ensure they are locked down.
- 3** Consider your profile pictures and "bios", and how they might be perceived by colleagues or other members of the school community.
- 4** Think before you post anything online – when in doubt, don't post anything about school at all.
- 5** If a pupil or parent tries to friend you online, don't accept their requests.
- 6** Think carefully before you accept friend requests from colleagues.
- 7** Set strong passwords and pin codes on all your accounts and devices, to protect yourself.
- 8** If someone from the school community targets you in any way – either through messaging, on social media, or any other channel, inform your line manager immediately. Don't retaliate, and screenshot the evidence.

In school:

- 1** Follow your school rules when it comes to having your mobile in school. To protect yourself, follow your school's rules to mobile phones use in school.
- 2** Ensure that all storing and sharing of children's information is in accordance with your school's GDPR policy.
- 3** Always check websites thoroughly **before** you put them up on your whiteboard, or ask children to use them.
- 4** Check search results – if you are going to use search in your classroom teaching, ensure you have tried this out and checked the results first.
- 5** Use safety modes – a lot of websites such as Google and YouTube have safe modes. Alternatively you can use sites such as Kiddle to help search more safely.
- 6** Check with your technician that your school has appropriate internet filtering and monitoring. Though these aren't foolproof and inappropriate content can still get through.
- 7** Avoid sharing personal details such as your school email address with parents – ask that they go through the office email address.
- 8** Be careful if you are uploading or sharing information about your class on the school website – or any other website. Don't share children's names and be aware of your school's policy on this. Some parents don't want any photos of their children to be shared online, so make sure you are kept informed. Use the school's devices for photographing and any school work you do, including planning and assessment.

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As children sometimes start walking home in years 5 and 6, parents may wish for them to have a phone. Have clear rules on children's phones and devices, where they are kept, and that they should be kept on silent.