



For more information and on the work of the Shetland Child Protection Committee please follow the link below:-

<http://www.safershetland.com/child-protection>

#### Other Useful Links:

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

<http://www.ceop.police.uk>

<http://www.childnet.com>

<http://www.childline.org.uk>

If you wish to report a website that concerns you, contact the Internet Watch Foundation <https://www.iwf.org.uk>

If you are concerned about a child - tell someone what your concerns are - speak to a teacher, doctor, social worker, police officer.

#### Contact Numbers:-

Duty Social Worker - (01595) 744421

Out of Hours Duty Social Worker - (01595) 695611

Lerwick Police Station - 101 (in an emergency call 999)

Scottish Children's Reporter Administration - 0300 200 2200

Childline - 0800 1111

## *Shetland Child Protection Committee*

### *Safeguarding Children and Young People in Shetland*

## Stay Safe on the NET

*Tips and contacts to keep you safe online*



The internet is part of everyday life.

The points listed in this leaflet are to help you to get the most out of the technology that is available to you and to set out the expectation for using ICT equipment whether it be in school, at home or any other area.

It is important to know how to keep yourself safe.





## BE SECURE

Treat your passwords like your toothbrush. Never share and change them often!

Always sign out and log off your account on any device you are using.

Always lock your computer when you walk away from the screen (even for a short while).

## BE RESPECTFUL

Always be polite and use appropriate language.

Do not access, create, store or distribute files that could be thought of as offensive, indecent or cause hurt or upset to anyone.

Do not look at anyone's files without their permission.

Bullying by the use of text, multimedia messaging, e mail or on social sites is unacceptable and may lead to very serious consequences.

## BE SAFE

Do not share personal information or other people's (eg home address, phone number etc).

Be wary of e mails that ask for your personal details.

Check with an adult about anything you see that concerns you or report it to a teacher.

Do not put any personal details about other people into e mails, posts, comments or updates.

Think about who you may be talking to online.

Never meet up with anyone that you have only met online unless a parent/carer or trusted adult can come with you.

## BE RESPONSIBLE

Think carefully about the places you visit online and keep focused when on learning tasks.

Take good care of the ICT equipment you use and understand that if you are irresponsible in the use of ICT, you may lose your access to it.

## BE LEGAL

Only copy / upload / publish / distribute materials that are appropriate.

Only take images or video clips of other pupils, friends or staff with their full knowledge and permission.

Do not copy / upload / publish / distribute images or videos of others without their permission.

Do not copy materials, music, videos or pictures from the internet and use them in your own work unless they are copyright free.

**Remember** - anything you do can be traced back to you, including your browsing history and content that you may copy / upload / publish or distribute.