



Top Tips for Teachers & School Staff

Keeping kids safe and happy using ICT



1. If an inappropriate site or image is accessed, play the situation down. Always report the incident immediately to the e-safety co-ordinator or headteacher. Ensure that it is recorded.

2. Don't assume it is the pupil's fault, once blamed a pupil may never confide again.

3. Monitor use of chat rooms, social networking sites and mobile phones for inappropriate use.

4. Encourage pupils to report inappropriate use of mobile phones, email or Internet by either bullies or adults.



5. Be vigilant when asking pupils to search for images. Always test an image search before demonstrating in class.

6. Remind pupils that all downloads must be linked to curriculum work.

7. Ensure that pupils cannot be individually identified in website images.

8. Ensure protection of teacher and administrator passwords. Never leave machines that are logged on unattended.

9. Regularly remind pupils of key e-safety messages such as "never give out personal details online".

If you need any further information or advice, please ask the school's e-safety co-ordinator