t2 group
part of the Marr Corporation

Online Safety Guide

What is online safety?

Online safety is the ability to protect and educate learners and staff in their use of technology as well as having appropriate mechanisms in place to intervene and support any incident where appropriate.

Why is online safety important?

Information and communications technology (ICT) is part of our lives. We use it every day for study, work, entertainment, shopping and getting in touch with our family and friends. The world of work and business expects us to develop skills to use ICT confidently to promote improvements. It's one of the quickest and easiest ways of finding information, sharing ideas and working with other people however, it has to be used safely and responsibly. As well as the opportunities, there are also risks that we need to be aware of and guard against.

How we will help you understand online safety

Protect

Protecting means providing a safe learning environment by using appropriate monitoring and filtering to control what can be accessed. But this only protects when you are on t2 premises. Improving your knowledge around online safety is the only way to ensure that, wherever you are, you know how to stay safe online.

Educate

Online safety covers a wide range of subjects, including: online behaviour – understanding what constitutes cyber-bullying and sexting, how to behave safely and with respect for others; protecting your online reputation - understanding both the risks and rewards of sharing personal information online (your digital footprint): how to use social networking safely; understanding the reliability and validity of online information; data security – keeping your personal information safe and being aware of viruses and hacking; knowing what to do if anything bad happens (e.g. you are a victim of cyber-bullying or you upload something by mistake). We will discuss these topics with you throughout your programme and also direct you to further resources to improve your knowledge.

Top Tips For Staying Safe Online

- Don't post any personal information online – like your address, email or mobile number
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and maybe able to download it, it's not just yours anymore
- Keep your privacy settings as high as possible
- Never give out your passwords
- Don't befriend people you don't know
- Don't meet up with people you've met online
- Remember that not everyone online is who they say they are
- Think carefully about what you say before you post something online
- Respect other people's views, even if you don't agree with someone else's views it doesn't mean you need to be rude
- If you see something online that makes you feel uncomfortable,unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately

The following websites offer further details:

www.thinkuknow.co.uk
www.disrespectnobody.co.uk
www.saferinternet.org.uk

Our Safeguarding Team are available to offer their advice and guidance to ensure that anyone who is at risk is given the correct support. If you have any queries or concerns, please contact one of the Safeguarding and Prevent Leads.

Safeguarding and Prevent Lead
Stacy Preston 02920 799 133 / 07876 824 157

Deputy Safeguarding and Prevent Lead
Emma Pridmore 02920 799 133 / 07823 342 179

Deputy Safeguarding and Prevent Lead
Dionne Stacey 02920 799 133 / 07881 379 110

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