



Orchard and Shepherdswell
Academy

STAYING SAFE ONLINE

At Orchard Academy, we are all Responsible Digital Citizens!

In order to stay safe online, we will...

- Visit websites that we have been directed to by an adult.
- Use Google Safe Search as our preferred search engine.
- Always tell an adult if we see something that we are not comfortable with.
- Keep personal information and passwords to ourselves. We will not share these with other people.
- Never post photos of ourselves or others online.
- Never post information that reveals our location, or information that could be used to identify us, or where we are.
- Close any webpage we are not sure about or that contains inappropriate content, or information that is not relevant to our learning.
- Only send emails and post messages or comments that are polite and friendly.
- Never arrange to meet anyone online.
- Only view age appropriate material.
- Always think about your digital footprint.
- Tell an adult if we have any problems or concerns.
- Apply the same guidelines when we are online at home.

Remember that everything you do on school computers is monitored and can be seen by staff.

In our class we all agree to be responsible digital citizens....