



# LANDKEY COMMUNITY PRIMARY ACADEMY

## Cyber Safety Code

### Three Steps to Safety

1. Respect other people – online and off. Don't spread rumours about people or share their secrets, including phone numbers or passwords.
2. If someone insults you online or by phone, stay calm. Ignore them but tell someone you trust.
3. "Do as you would be done by!" Think how you would feel if you were bullied. You are responsible for your behaviour – so don't distress other people or encourage others to do so.

### If you are being bullied

It is never your fault. It can be stopped and it can usually be traced.

Don't ignore the bullying. Don't reply but do tell someone you can trust, such as a teacher or parent, or call an advice line. Try to keep calm. If you seem frightened or angry it will only make the person bullying you more likely to continue.

### Text/video messaging

You can turn off incoming messages for a couple of days.

If bullying persists you can change your number (ask your mobile phone provider).

Do not reply to abusive or worrying messages. You can report them to your mobile phone provider.

### Email

Never reply to unpleasant or unwanted messages.

Don't accept emails or open files from people you don't know.

Don't delete bullying emails – print them or save them as evidence in a separate folder.

### Social networking sites, chatrooms and instant messaging

Change privacy setting so you can choose who to be friends with and who can see your profile. Don't add anyone you don't know to your friend list.

Don't use your real name in chatrooms.

Never give out your photo or personal details, like your address, phone number or which school you go to.

Don't post any pictures or videos you wouldn't be happy for your parents or teachers to see. Once they are online they can be copied and posted in other places where you can't get rid of them.

Keep your passwords private and don't tell anyone, not even your best friend.

To report suspicious behaviour online and to learn more about keeping yourself safe online visit [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)

Always report bullying incidents. Not doing that allows the bully to continue. That's not good for the victims, for those who witness the incidents or for the bully, who may need help to change their antisocial behaviour.

Please sign the Cyber Safety Code agreement and return to admin.

I have read this with my child and they agree to follow the safety code.

Child's Name.....

Class.....

Signature.....

Parent's Signature.....