

USING TECHNOLOGY SAFELY:

A checklist for using technology safely with young people in the classroom, at school or even at home.

Technology is a vital part of both young people's lives and an educators professional and personal life. The following checklists, along with the 'Social Networking guide for teachers and professionals', have been designed to ensure that you are able to face these challenges whether at school or at home.

At home

Managing your professional reputation

- **Google yourself** - review online content which relates to you and take steps to secure or remove any private or unwanted content.
- **Choose profile pictures wisely** - even with a private account the profile picture and bios are usually visible. So think carefully about what you share and what it might say/ reveal about you.
- **Think before you post** - be mindful of how pupils; parents; and employers may view you and your online content.
- **Act according to school policy** - schools have policies about anything which can cause harm or distress to others or brings the name of the school into disrepute, including content shared out of school hours.

Securing your content

- **Privacy settings** - setting these to private will allow you to control who can see the content you share. They can usually be found within the settings of the account. Although remember that content can easily be screenshotted and shared more publically.
- **Pin/passcode on devices** - always set devices up with a strong pin/passcode lock to ensure personal data and images are secure.
- **Strong passwords** - Make sure you use a mixture of lower and upper case letters, symbols and numbers within a password as this will make it stronger. Also remember to change them regularly and keep them to yourself.
- **Logging out** - always log out of online accounts when leaving a device in order to secure the content.

What to do if you are the target of cyberbullying

- **Don't retaliate/ respond** - this will often aggravate the situation further.
- **Keep the evidence** - screenshot or print out all content and keep a record of any incidences you are unable to capture content of.
- **Report** - You can report online content directly to the site as well as to your senior leadership team who should support you in handling cases of cyberbullying.
- **Seek advice** - this could either be through your senior leadership team or by contacting the **Professionals Online Safety Helpline** (POSH) who can support professionals with any online safety concerns, including cyberbullying. **0844 381 4772** or **helpline@safernet.org.uk**