

Are You Being Smart on Your Smartphone?

In order to use smartphones and social networks safely and sensibly we believe in sticking to the following advice:

CONDUCT – how you behave

- The Billericay School has a ‘no phones in school’ policy. This is to stop loss, theft or accidental damage, any inappropriate social media usage and cyberbullying whilst in school and also to give you all a much needed break from this aspect of technology and its impact on your lives. Remember that most social networks set a lower age limit of 13.
- Explore the privacy settings with a parent so you can control what you are sharing and who can view it. Keep your personal information private and don’t talk to anyone you don’t know.
- Think about the impact, on yourself or others, of what you say online. As soon as you type something or post a picture and send it, it is **permanent and public** even if you send it privately or subsequently delete it. Other people may share it or screenshot and send it on. Follow the ‘THINK’ netiquette guide below.
- What does your digital footprint say about you? Your posts, groups you belong to, people you follow, what you ‘like’ all builds an online picture of you that can be seen by others and will be checked by future employers.
- **If someone behaves in a way you are uncomfortable with or you’re worried about something you have said or done, see your form tutor, Head of House, Mrs Manchee, Mrs Berry or Mrs Smears. They can help you.**

CONTACT – who you talk to

- Use your privacy settings and make sure you know who you are ‘friending’ and who is following you on, for example, twitter or Instagram. For your own safety you shouldn’t have 100s of friends/followers. Never exchange private messages with anyone who is not a friend in real life. Never meet anybody you don’t know.
- Remove any unwanted contacts by deleting and blocking. The sender won’t be notified if you ignore or delete for such requests, nor will they be notified if you remove them from your friends list or followers.
- Do not reply to nasty messages, just screenshot them in order to keep a record and tell a parent or Students Services.
- **If someone behaves in a way you are uncomfortable with, a stranger contacts you, or you’re worried about something you have said or done, see your form tutor, Head of House, Mrs Manchee, Mrs Berry or Mrs Smears. They can help you.**

CONTENT – what you see or post

- A lot of content is unsuitable, disturbing and potentially harmful. Think before you search or open something and never post or repost something you wouldn’t want a parent or teacher to see.
- Do not access or download content illegally. It can damage your device, compromise your privacy and get you into trouble.
- Don’t believe everything you read online. Much material is unreliable. Always check your sources.
- **If someone behaves in a way you are uncomfortable with, you see something upsetting, or you’re worried about something you have said or done, see your form tutor, Head of House, Mrs Manchee, Mrs Berry or Mrs Smears. They can help you.**

T.H.I.N.K

Before you send something via SMS or post anything online, THINK:

Is it...

T ruthful?

H urtful? (To others or perhaps to you)

I nappropriate?

N ot something that you'd want public?

K ind?

Think about your own safety and privacy. **Always** make sure you know who you are talking to. **Do not** feel pressured into doing anything online. Something you may be saying privately can easily become public. **Do not** say or do anything that could hurt or embarrass yourself or others. **Speak** to your teacher if you're worried or unsure; they will be able to help.

