

# A Guide to ICT and E-Safety



HADLOW  
COLLEGE

Innovation. Experience. Excellence.



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Information supplied by Kent County Council and LSIS

# Introduction to ICT at Hadlow

Welcome to Hadlow College. These pages contain the information you will need to log on and access ICT resources available at Hadlow College, please read them carefully. If you need any more help getting started, please feel free to contact a member of the Computer Services department.

## Contact Us

- Email "IT Support" or "it.support@hadlow.ac.uk" and one of the team will get back to you
- Call Computer Services on 01732 853235 during available hours
- Speak to us in person at our office situated in HE14a in the Elgar building
- LRC and reception staff may also be able to help and can relay messages directly to the Computer Services team for you.

IT Support availability: Monday to Thursday 8:45am - 5:00pm Friday 8:45am - 4:30pm

## How to Log on at College

- Press CTRL, ALT & DELETE at the log on prompt.
- Read the Terms of Use followed by clicking the "Ok" button.
- Enter your user name. Your user name is the same as your student ID printed on your student card (e.g. XXX07999999)
- Enter your password. If you are a returning student your password would not have changed. For new students, your initial password is your birth date, including leading zeros ddmmyyyy. For example: 1st August 1987 ...becomes 01081987
- Click the "Ok" button.
- You will be prompted to change your password once you've logged on for the first time.

*Notes: Your new password must be at least 6 characters long. Your username is not case sensitive but your password is. First time you've signed in? New accounts must have a new password set using a campus-based computer before being able to use it for accessing online resources.*

## Important Bits!

- Your user name: is the student id printed on your student ID card
- Your email address: yourfirstname.yourlastname@student.hadlow.ac.uk
- Where to save your work— there are three drives provided for your use. These are U, X and V.

**U Drive** (My Documents) is your personal area where you can save your work or personal files to. **V Drive** is a public area for you to save files so that others can access them. **X Drive** is the course materials drive, where some course related materials may be saved. Your tutor will inform you if you need to find documents here.

*It is recommended you take backup copies of your work with either CD/DVD disks or on a USB memory stick.*

## College Access at Home

Hadlow College offers access to your College email account from anywhere with an internet connection. Just open up a web browser (such as MS Internet Explorer or Google Chrome) and type:

<https://webmail.hadlow.ac.uk/>

Select email, then type your username, then type your network password. If you want to get to your documents

saved in your U: drive you can via

<https://account.hadlow.ac.uk>

Please note the same conditions apply as per email access from College machines.

## Forgotten Your Password?

If you have registered with "Account Control" you will be able to reset your password by visiting <http://passwordreset.hadlow.ac.uk>. Otherwise call into the Computer Services office with your student ID card.

## Returning Students

If you are a Hadlow based student your work and emails will be present and can be accessed as last year, as long as you can remember your password. If not, just let us know in IT and we can reset your password, or password reset via <http://passwordreset.hadlow.ac.uk> if you have previously registered with Account Control.

If you are a student at either Mottingham or Canterbury, and require last year's data, please contact IT and we can restore it.

## Self Help Guides

The Computer Services team have compiled a collection of documents which may help in day-to-day use of the computer systems. These documents are located on Moodle and can be printed for future reference.

Bring up Moodle; click-on Students; click-on Computer Services; click-on How to Guides.

## Health & Safety

- Sit comfortably at the PC.
- Take regular breaks from the PC screen.
- Be aware of any aches or pains through extended computer use.

## Your College IT Account & Data

Your IT account will be automatically created from data in the College's registry system. Please report any inaccuracies to Computer Services. If you don't use your account for 6 months it will be disabled. If you require access again please contact Computer Services.

It is important that you keep a copy of your files, as if your account is left idle for 18 months it will be automatically deleted.

## Usage Restrictions

The items below show your current limitations on our system. These limits are in place to protect the servers from overloading and to help us manage storage requirements.

### Disk Space—2Gb

This disk space is available for you to save your work. Please be aware one of the most common reasons people run out of space is due to large numbers of pictures; these take up more space and can be archived to a CD-R. We can provide more disk space if required please ask one of the Computer Services team.

### Email Box—40Mb

The allowed storage space in your mailbox includes all of the folders (calendar, deleted items, sent items etc), it is advisable to clear out these folders when you can. To prevent your mailbox from becoming full you should also save large attachments to your home area (My Documents).

## Wireless Access

Wireless network and internet access is available at Hadlow College. Wirelessly connect to "HC-AccountControl" and follow the on-screen instructions on your browser.

Alternatively from a Home or College computer visit: <https://account.hadlow.ac.uk>

Once you have registered with "Account Control" you will be able to register your wireless equipment to use on our "HC-Wireless" network. Check out the "Getting on Hadlow WiFi - Account Control" guide on Moodle for more information.

## A Warning

All users of the network have the ability to protect their account either by logging off or locking their PC. Do not let anyone else know your password; it is our way of identifying you on our network.

Appropriate account restrictions will be put in place for anyone found breaking rules found in this document or other College policies.

**Don't LET anyone KNOW your password!** If you think someone knows your password your work could be at risk! Change it or tell us!

### Please DO

- Remember to lock your PC if you are leaving it for less than 5 minutes
- Log off if you are leaving your PC for longer than 5 minutes i.e. lunch
- Report any problems with PCs, printers or other equipment as soon as you can
- Make sure you save your work regularly (click the save button or press CTRL + S)

### Please DON'T

- Leave everything to the last minute as PCs and networks do go wrong and may go wrong at the worst time!
- Send blanket e-mails to users of the network regardless of nature
- Play music or make excessive noise in the computer suites
- Abuse your internet access by using the computer systems for games and personal e-mail during busy times
- Eat or drink in any computer suite

## Audio Visual Equipment

Digital cameras and headphones are available to borrow for College related work. We also have webcams, video cameras and dictaphones available.

All equipment borrowed must be looked after, you will be charged for any loss or breakages. Equipment must be returned before 5pm unless you have written permission from your tutor. Equipment must remain on site at all times for insurance purposes.

If you have any questions or AV requirements visit Charlotte Kite in the Computer Services office.

# <http://moodle.hadlow.ac.uk>

Moodle is our online virtual learning environment. It will hold course relevant materials - log-in using your network user & password. Once logged in initially you will need to join your course - to do this you will need an enrolment key - get this from your lecturer or tutor.

## College Computers

We are currently running Windows 7 and Windows Office 2010. There are a substantial number of installations of specialist software for example AutoCad 2013 and ArcGIS. In doubt please ask a member of Computer Services.

Computers – where they are...

### Hadlow

Elgar HE14 - 22 PCs  
Elgar HE08 - 21 PCs  
Elgar HE08a - 11 PCs  
Elgar HE10 - 11 PCs  
Elgar HE09 - 17 PCs  
Elgar HE03 - 22 PCs  
Northbourne LRC (Library) -  
44 PCs 16 Laptops  
AMU - 26 Laptops

### Mottingham

M9 - 16 PCs  
M15 - 24 PCs  
LRC (Library) - 6 PCs 10 Laptops

### Canterbury

CA6 - 19 PCs  
CA3 - 10 Laptops  
LRC (Library) - 8 PCs 16 Laptops

### Greenwich

Main house - 16 Laptops

### Princess Christian Farm

Classroom - 8 PCs

**Note:** The computer suites in the Elgar building are available for open access if no lessons are timetabled in them.

The computer suites are provided for you benefit and use. Any misuse will not be tolerated and may result in loss of privileges or suite closures.

We all know that accidents happen and we therefore ask you to report any problems with the computers immediately to a member of staff or a member of the Computer Services team via email or phone.

**Important Note:** A number of computer suites are protected with 24hr recording CCTV equipment.

## Printing Charges

Students are each given an initial printing budget of £15 per year for HE Students (roughly 300 printed B&W A4) and £12 for FE Students.

|                           |            |
|---------------------------|------------|
| <b>Black and white A4</b> | <b>5p</b>  |
| <b>Black and white A3</b> | <b>10p</b> |
| <b>Colour A4</b>          | <b>10p</b> |
| <b>Colour A3</b>          | <b>20p</b> |

You can check your printing balance by clicking the PaperCut icon (bottom right next to the time on your desktop). You can purchase "Top-Up Printing Credits" either in the LRC or Reception Desks. The costs of printing are "per page" so it's much cheaper to print on both sides (using a duplex printer). For further information please contact the LRC or Reception for the "Student Printing Policy"

*Smaller PC installations can also be found within Equine, the Animal Management Unit, Hadlow Reception, Court Lane and the Restaurant.*

## Terms and Conditions of Use

- The use of electronic services must always be in support of education and research in accordance with the educational goals and objectives of Hadlow College's mission statement
- The connection of equipment to the network or PC (excluding USB memory keys) by a user is prohibited
- Always log off from your PC when you have finished using it
- Moving, unplugging or dismantling any computer equipment is strictly prohibited
- Damage of any IT equipment must be reported immediately to the Computer Services Team
- Discovery of any indecent material either being viewed on the internet or located on the network must be reported to the Network / IT Manager or Senior Computer Support Technician immediately

IT equipment use at Hadlow College must be within the guidelines of Computer Services Policy and the Acceptable Use Policy. A copy of this document is available from Moodle or upon request via Reception.

Use of the computer network constitutes your agreement to the terms above and the full terms listed in appropriate College policies.

## Problem?

For information or issues about College network and services our status page will display the latest information. We advise that you check the status page if you have any issues accessing any web based services like Moodle or Webmail.

<https://igrow.hadlow.ac.uk/systemstatus>



Throughout the handbook we have included tips on how to keep safe online and when using mobile devices. There is also a section on e-safety and contact numbers if you have any concerns. Further support can be found in the "Student Safeguarding Information" handbook and "A Guide to Staying Safe, Happy and Well at Hadlow College".

**1** You have the right to enjoy the internet and all the fun and safe things it has to offer.

You have the right to have fun and enjoy the internet.

**Here are some games that might be fun:**

<http://www.bbc.co.uk/schools/gcsebitesize/games/>

[http://www.thinkuknow.co.uk/8\\_10/](http://www.thinkuknow.co.uk/8_10/)

**2** You have a right to keep information about you private. You only have to tell people what you really want them to know.

**Could this be YOU...?**

Ali is 13. He is using the internet in his bedroom when a message pops up on his screen: 'Hey I'm Max and I'm 11 years old. I'm looking for a friend in England. Click here to send me an email.'

## What would you do?

Ali knows that his email address is private. He doesn't share it with strangers. He ignores the message on screen and clicks on the (x) in the top-right corner to close it down.

### TOP TIPS

- You don't have to tell anyone your ASL (Age Sex Location)
- If you are suspicious about someone that you meet on the internet then click on the report abuse button.
- Be careful who you accept as a friend on Facebook / Bebo.

**X**

- Treat your password like your toothbrush, don't share it with anyone.
- Don't just give out your mobile number on line, someone could be trying to get your credit.



3

You have a right to explore the internet but remember that you cannot trust everything that you see or read on the internet

## Check the authority of a website:

Check to see when it was last updated

Check to see if authorship details are available

Check the URL to see if it is a .gov (government), .edu or .ac (academic) website

Check the links to the website by going to a search engine such as Google and typing link:www.mysite.com to see who is linking to a site.

Check to see who the site is owned by. A service such as <http://www.whois.net/> has a nice utility that does this.

Check to see what the site used to look like by using the

**WayBackMachine**

## Remember...

Just because a website says it is the truth, it doesn't mean it is! **If in doubt check it out!**

[http://www.safesurfingkids.com/evaluating\\_browser\\_security.htm](http://www.safesurfingkids.com/evaluating_browser_security.htm)

## Could this be YOU...?

There are several case studies of this, one of the main examples is of a student doing an assignment on Martin Luther King: they searched the internet and found a site that seemed suitable, as they started to read the website it gave some interesting facts, later down the page it started to develop a racial tone. Some clever websites mix up fact and fiction enabling them to give out a mixture of truth and lies and if information is not checked for accuracy this can be repeated as FACT!

The internet is a fantastic place to find out new information and interesting facts, many of which could help with your homework or studies. The number of web pages is increasing everyday and you too could have your own website up and running within minutes. The majority of websites that you will visit will contain correct and factual information.

Other sites that present incorrect information in a factual way are pro-Anorexia sites and pro-self harm groups. A very recent example is the Bridgend Suicides in Wales where seven youngsters hanged themselves after visiting the Pro Suicide sites.



4

**You have a right to know who you are talking to on the internet; you don't have to talk to someone if you don't want to**

### TOP TIPS

X

- Make sure you know how to block instant messenger contacts
- By adjusting your account settings only approved friends can contact you. They will not be told you have blocked them; you will just appear offline in your contacts list, so they cannot contact you.
- You can always delete a contact if you don't wish to talk to them anymore.

## Could this be YOU...?

For a while Sophie has been chatting online in secret with someone older than her. At first he seemed really nice and appeared to understand her better than her family. She knew it was silly, but she found it easy to tell him lots of personal things, and she was pleased to have an 'older boyfriend' online. But now he is sending her very personal and 'explicit' messages which make her feel uncomfortable and uneasy about the 'relationship'.

Sophie doesn't go online for a few days. She doesn't talk to anyone: she's too embarrassed to talk about this to anyone face to face. She remembers a lesson at school where she learnt about a red button, so she looks in MSN and finds it. It says 'report abuse'. She types all the details into the form.

She feels better for having told someone. She doesn't talk to her 'boyfriend' again.

## Could this be YOU...?

Felix is 12. He is using the internet in his bedroom when a message pops up on his screen: 'Hey I'm Justin and I'm 10 years old. I'm looking for a friend in England'.

**Click here to.....**

Felix knows that his address is private. He doesn't share it with strangers. He ignores the message on the screen and clicks on the (x) in the top-right corner to close it down.

5

**Remember not everyone is who they say they are on the internet. You have a right to tell someone if you think anyone is suspicious**

**If you feel uncomfortable about anything that has happened on line then report it using the CEOP report Button**



**CLICK CEOP**  
**Internet Safety**

## Could this be YOU...?

Ahmed has received a surprise email saying: "Your details have been safely received. Please confirm by clicking on the link below. You could win a digital camera."

6

**You have a right NOT to fill out forms or not to answer questions you find on the internet**

Ahmed realises that this is a scam. He knows that the email is automatically sent to thousands of email addresses and that replying will send information about an active email address which could result in loads more spam email. He ignores the email, deletes it and tells his friends and his teacher about it in case they receive it too and don't know what to do.

## Top Tips...

Another example is a pop-up web page that says you have "won a prize" or "your computer is infected with viruses". Pop-ups appear when certain links are triggered (either by clicking, pressing a key or mouse over functions), they can also be set to appear when a page loads in your browser, and when you exit a page multiple pop-ups can be triggered - common on pornography websites.

Their practical purpose is intended to carry useful information about the Web site you are visiting, however, the concept (like so many things) has been entirely abused and pop-ups generally carry advertising or pornography. Most internet users find them annoying and many webmasters are phasing them out. As more people are using pop-up blockers, the information the pop-up windows carry is not being viewed. There are also accessibility issues - opening a link in a new browser window, for instance, not only registers as a pop-up in most pop-up blockers but also breaks the browsers back link and creates many issues for internet users with disabilities.



Then there are the security aspects. Pop ups are very often triggered by cookies or spyware already resident on machines.

Don't click or download anything that you're not sure of. Another recent example is a virus in Facebook, which was sent by one of your friends, when you follow the link it asks you to download the latest Flash player, this is a virus which then infects your computer and spreads it to your Facebook friends!

With so many techniques for gathering email addresses, it's unlikely you'll ever be able to cut spam out altogether. But there are measures you can take, to minimise the chances of spammers getting hold of your email address. Here are just a few (see next page).

**Only give your email address to people you know and trust**

**Try setting up a separate email account to use when shopping online or registering with websites or forums**

**If a web site asks for your email address, read their terms of use and privacy policy so you know how they'll use it**

**Keep an eye out for a check box which lets you opt-out of future marketing messages**

**Never respond to a spam email, as this will let spammers know you're there – delete it immediately instead**

**Don't advertise your email address by posting it on your personal site, forums or chat rooms – spammers are constantly trawling the internet on the lookout for exactly that**

**Make sure you have updated AntiVirus Software on your machine to keep it protected**

<http://www.safe2read.com/> or [http://kidshealth.org/parent/positive/family/net\\_safety.html](http://kidshealth.org/parent/positive/family/net_safety.html)

**7**

**You have the right to NOT be videoed or photographed by anyone using cameras, web cams or mobile phones**

### **TOP TIPS**

- Report this to someone – a teacher, parent or another responsible adult.
- If this is bullying it is a crime, please see scenario 9.
- If it is an adult who is taking pictures or videoing you tell the police.


- Be careful about when you have your webcam on – only have your webcam on when you know the person you are 'speaking to'. These pictures can be used by anyone and once they are on the internet they are difficult to remove.

- If you are taking pictures of your friends think before you send them anywhere. Get your friends' permission before taking pictures of them, and especially before sending pictures to someone else or to the Internet.

## **Could this be YOU...?**

On the school bus Liam had his trousers pulled down and some other pupils videoed the incident on their phones. The bus driver, who knew about 'happy slapping' videos, witnessed the event, stopped the bus and called the school. The videos were not posted on a website. The pupils were disciplined, and Liam was supported and other bullying incidents investigated.

For more information please go to: <http://www.thinkuknow.co.uk/> or <http://www.kidsmart.org.uk/>  
<http://www.childnet-int.org/> or <http://www.bbc.co.uk/chatguide/children/>



**8** You have a right NOT to have any videos or images of yourself put on the internet, and you have the right to report it to an adult if anyone does this.

## Could this be YOU...?

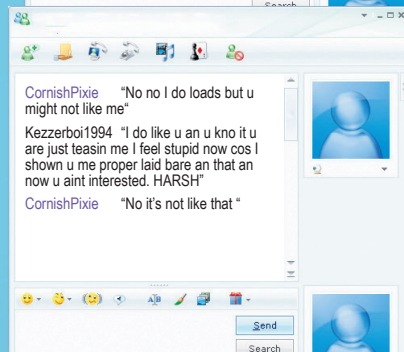
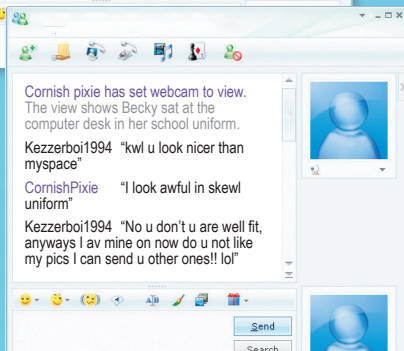
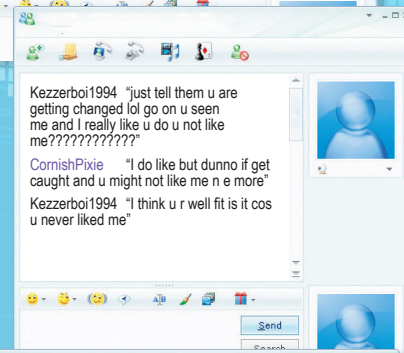
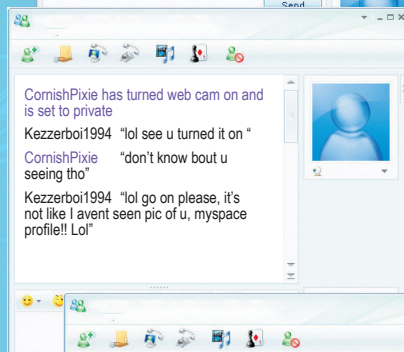
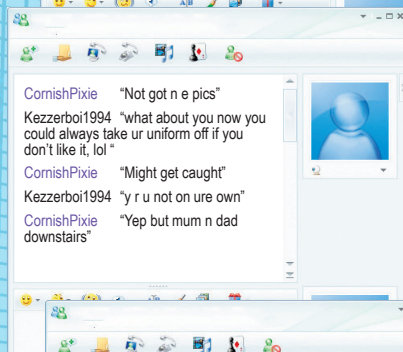
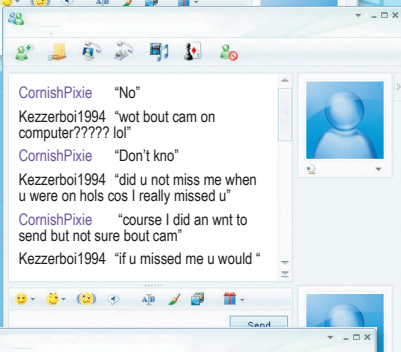
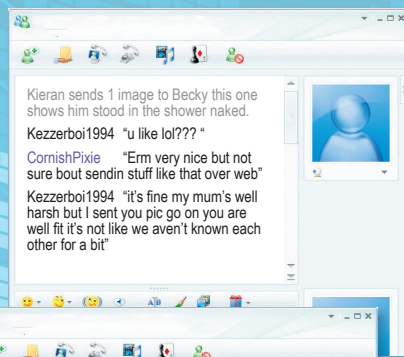
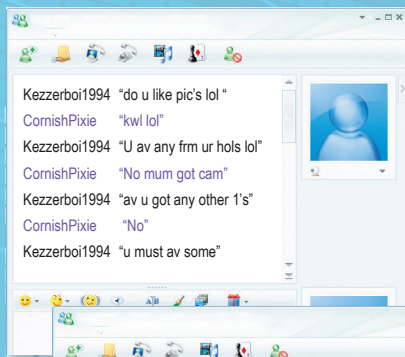
Kieran is 14 and has a Myspace profile in the name "Kezzzer1994". The profile shows Kieran's photo and his blog tells people that he lives in Manchester, that he likes Man City and the TV programme Skins. His profile also shows his MSN tag which is "kezzzerboi1994". Kieran has lots of friends he has made during the time he has been on Myspace and they are all his age. Kieran was on Myspace two weeks ago when he saw a girl his age called 'Becky'. Kieran thought Becky was fit and liked the look of her profile page. Becky's profile said that she was 14, lived in Cornwall and that she liked horse riding, chillin' with her friends and also liked Skins. Seeing that they had things in common Kieran sent Becky a friend request and posted a comment saying that he would like to chat about Skins sometime.

A couple of days later Becky added Kieran as a friend and posted on his site that she thought he looked cool. Kieran posted straight back that he thought she was cool and would like to chat but that his mum doesn't like him talking to people he doesn't know. Becky posted back saying that she really liked the look of him and would really love to chat sometime. Kieran posted that he would try and sort something out, maybe when his mum was at work.

The next day Kieran contacted Becky on MSN and said; "Got 2 b quick Mum @ werk just finished Skewl"

Becky replied that she too had just finished school for the day and the pair chatted for about ten minutes, they spoke about the schools they both went to, Teachers they didn't like and lessons they had been to that day. Kieran's mum returned home from work so he told Becky that he had to go but would try and get on tomorrow. This continued for a week, each time the pair only spoke for about ten minutes because Kieran told Becky his mum kept coming in and checking on him. Over the week Kieran told Becky that he really liked her but that his mum would kill him if she found out. Becky told Kieran that she liked him too but that they should keep it a secret to stop Kieran getting into trouble.

It was soon to be the summer holidays and Becky told Kieran that she and her family were going to Benidorm; Kieran said he too was going away for the holidays but to Centre Parks in Penrith. A week later Becky logged on to MSN and saw that Kieran was online, she sent him a message saying "hi, how was your holiday". Kieran replied and sent two attachments with his message. Becky opened the attachments and saw that they were 2 pictures of Kieran in his swimming shorts. Kieran messaged straight away saying;



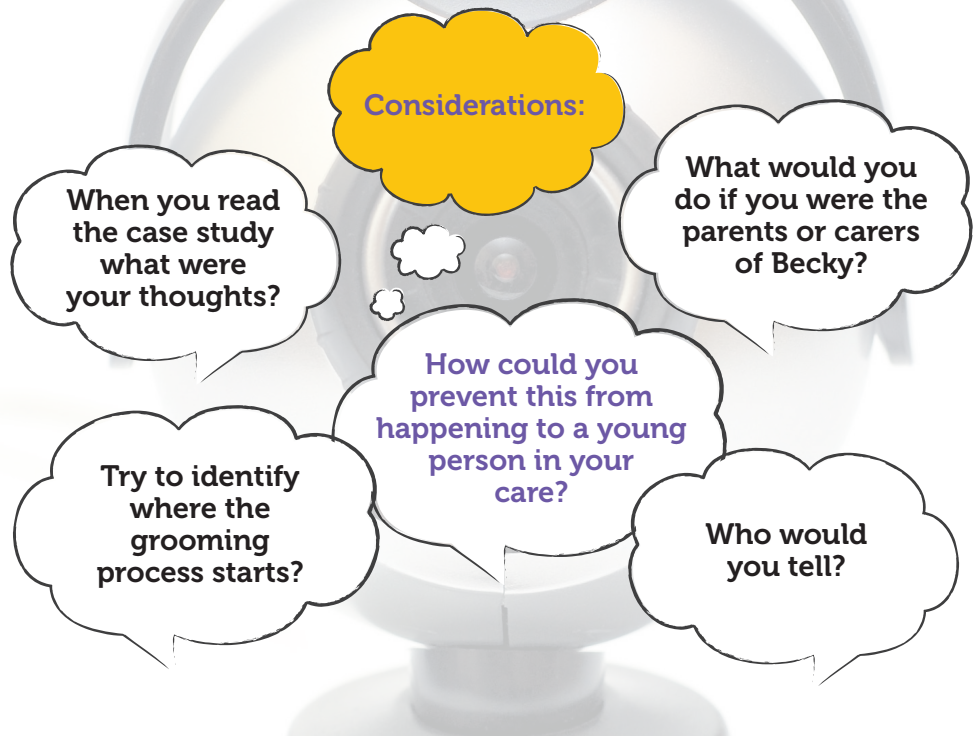


Kieran ends chat with Becky and logs off. Kieran logs on later on and finds that he has two pictures sent to his inbox. The images show Becky in her underwear. Becky puts a message on Kieran's message wall saying "sorry". Kieran sends Becky a message saying "nice pics". Becky and Kieran start to talk again over the next few days with both exchanging more and more pictures of each other, they exchange mobile phone numbers and send picture messages as Kieran says it is so his mum doesn't find out.

## Kieran

Kieran is in fact a 35 year old male. The images he sent to Becky were of a series of child abuse images. This is a common tool used by sex offenders when grooming on the internet. They get pleasure from knowing a young person is viewing the images as well as receiving images. It is common for offenders to pose as a younger person, create profiles as a younger person, use language associated with the age group they are targeting, to rely heavily upon guilt and the pretence of "keeping a secret" all to effectively groom a young person. They will generally be quite happy to engage in general conversation for a period of time to gain trust before moving to a conversation with a sexual connotation. Sex offenders will generally target many young people at a time each of which they will have some form of secret with them.

**Can you identify what the controlling element was in this scenario?**





9

**You have a right NOT to be bullied by others on the internet and you have the right to report this to an adult if this happens**

## What to do if it is happening to you?

Cyber bullying is when one person or a group of people aim to threaten, tease or embarrass someone else by using a mobile phone, the internet or other technologies.

Please remember that professionals and parents take issues of cyber bullying seriously and if it is happening to you there are a number of things you can do to prevent it. Always remember if you see it happening to someone else then you must report it because if you laugh at it YOU are part of it!

## TOP TIPS

1. Block the bully
2. DON'T retaliate or reply
3. Save the evidence  
(this is really important!!)
4. Make sure you tell someone

There are a number of useful websites, which have information and tips for dealing with cyber bullying, and these can be found at:

[www.digizen.org/cyberbullying/film.aspx](http://www.digizen.org/cyberbullying/film.aspx)

(A film showing the issue of cyber bullying)

[www.need2know.co.uk/relationships/bullying/article.html/id](http://www.need2know.co.uk/relationships/bullying/article.html/id)

[www.childline.org.uk/Info/OnlineSafety/Pages/CyberBullying.aspx](http://www.childline.org.uk/Info/OnlineSafety/Pages/CyberBullying.aspx)

If anyone needs to talk or discuss an issue they can contact the NSPCC ChildLine on the contact details outlined in this site.

## Could this be YOU...?

Carla and Stacey used to be really good friends but recently after an argument they have not been speaking to each other. Carla has started to receive lots of nasty text messages saying some very hurtful and nasty things and she believes that Stacey has sent all the messages. Carla confronts Stacey and they get into an argument and Carla becomes very upset. Unbeknown to Carla some of Stacey's friends video her being upset and upload it to a website. A link to the website is sent to Carla and when she clicks onto sees it is a website with the video of her being upset after the argument and a vote for who thinks Carla is a loser.

Carla is very upset about the incident and at first does not tell anyone but eventually she tells her mum. Her parents make an appointment with the school. The school take the issue really seriously and ask for a copy of all the text messages and the e-mails. With Carla's permission a referral is made to the police by the school as the case is clearly harassment and the police take over the investigation.



10

If you accidentally see something you shouldn't you have the right to tell someone and not feel guilty about it

## Could this be YOU...?

Millie is in an internet cafe, trying to find pictures for her project about big cats. By accident, she finds some pictures and photographs that make her feel uncomfortable and embarrassed.

Millie was uncomfortable because she didn't like the images she saw and was worried someone might have seen her and she would get blamed. She told her mum when she got in who told her not to worry as it wasn't her fault. They talked about what was on the images, and Millie said she felt reassured that she could talk to her mum about internet problems.



## What to do if it happens to you?

If you tell an adult (teacher, parent, person in charge of the internet cafe, youth centre, school library, etc) then you too should be reassured like Millie was.

Sometimes the adult will need to check that it really was an accident, but don't feel guilty however horrible the images are - it's not your fault! If it keeps happening, use 'advanced search' features on your search engine to make sure you find the sites you want, not the ones you don't.

11

**We are ALL responsible for treating everyone on line with respect. You should not use behaviour or language that would be offensive or upsetting to somebody else**

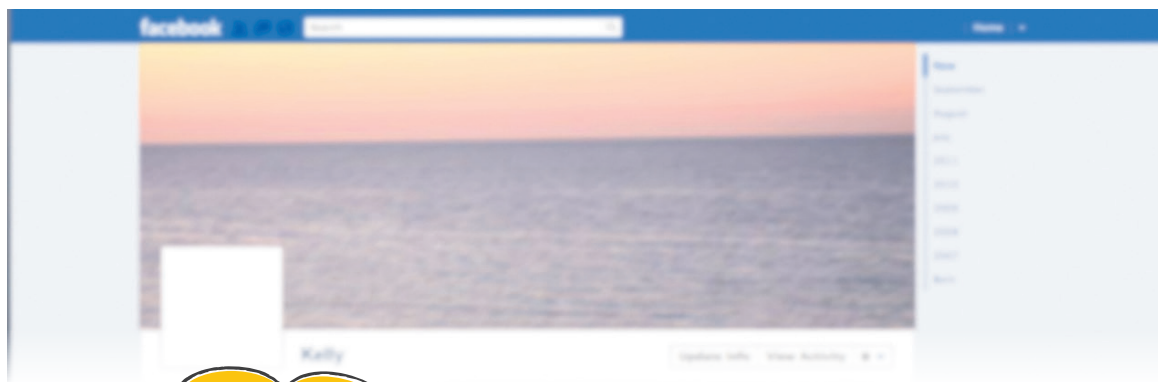
## What to do if it is happening to you?

Abbas did the right thing. It is true that things you post on Facebook or anywhere else could end up being seen by all sorts of other people. Putting things on the internet is a bit like saying things in public - and what you say in public is different to what you might say in private between a couple of friends. It is up to us to do our best to make sure the internet is a friendly and welcoming space we can all use and enjoy - and do something about those people who spoil it.

## Could this be YOU...?

When Abbas accepts Kelly from his maths class as a friend on Facebook, he finds that Kelly has written some stuff about someone else in the class that isn't very nice. Abbas isn't sure what to do - it looks like it's meant to be a joke but it makes him feel uncomfortable to look at it and say nothing. Abbas thought about whether to tell the person it was written about, but decided it might just stir up trouble. Instead he spoke to Kelly the next day (he didn't want to I.M. in case he got misunderstood). He told Kelly that he wanted her as a friend but didn't like the things she was saying even if it was meant as a joke.

It ended up with a group of them talking about how once you put things on the internet you never know who else might see them, and how they might upset someone or make other people think you were mean or prejudiced. Their maths teacher even joined in and said he was glad there was no internet when he was their age - everyone has to be much more careful nowadays.



**Where to get help**

If you are worried about something happening online either to you or to a friend then it is really important to talk to someone about it. You could talk to your parents, your Personal Tutor or a member of Student Support Services. Help and support will be there, you just need to take the first step and talk to someone.

# Useful Websites & Contacts



[www.ceop.police.uk](http://www.ceop.police.uk)

ChildLine 0800 11111

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.bullying.co.uk](http://www.bullying.co.uk)

## Student Support Services

[welfare@hadlow.ac.uk](mailto:welfare@hadlow.ac.uk)

## Hadlow College Safeguarding Team

[safeguarding@hadlow.ac.uk](mailto:safeguarding@hadlow.ac.uk)

**Stephen Liffen** e-safety Co-ordinator

**Lynda Brown** Vice Principal & Senior Designated Safeguarding Lead

**Bev Cleves** Associate Principal, Student Support Services & Senior Designated Safeguarding Lead

**Sharon Lowen** Designated Child Protection Co-ordinator (DCPC)

**Alan Dray** Designated Child Protection Co-ordinator (DCPC)

# E-Safety Tips

There is more information about e-safety in the student handbooks  
A Guide to staying happy, safe and well at Hadlow College and  
Student Safeguarding Information.

Treat people that you only meet on the internet as strangers.

Never give out personal information about yourself, family or friends. This includes your full name, address, telephone or mobile number.

Do not give out information about where you study and the activities you are involved in as other people may be able to build up a picture about your life, when you will be at certain places and what you like doing.

Do not use provocative usernames. This may attract unwanted attention and you may be harassed as a result of this.

Always tell an adult about the people you are chatting with and never meet them unless you have told your parents/carers/guardians and are accompanied by an adult.

Not everyone you meet on line are who they say they are. Use common sense when chatting.

Always check the websites privacy statement before filling out forms on line as many companies ask for personal information to use for marketing or other commercial purposes. The privacy statement will explain what they will do with your personal information.

Never open emails from someone you do not know. Be aware that emails from total strangers may contain viruses that corrupt your computer. They may also contain rude or upsetting content.

Many chain emails or emails with warnings about viruses are hoaxes and you should always check that they are genuine before sending them on to other people.

Never accept people that you do not know as friends or follow requests.

Never send photos of yourself to people you do not know.

If someone asks you to undress on line or send naked or provocative photos of yourself, say no. You never know where these will go to or how these will be used.

Your online activity should never cause harm or offence to others. Show respect and take responsibility for your online behaviour.

If you or someone you know is being bullied or abused on line report this to someone immediately. There are plenty of help lines and staff who will help and support you. We will stomp out on-line bullying together.

There are laws associated with using the internet, be responsible and keep within the legal requirements.

Do not download music, films and games illegally. Pay as required.

When using sites that require an email address, use a different one to your personal email address to avoid receiving loads of unwanted email.

