



# Oakwood Online Nuts and Bolts

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else so I will:

- Use the **Lock it, Block it, Show it, Tell it** rule
- Open pages which my parent or teachers say are ok
- Talk to my parent or teacher before using anything on the internet that I am unsure about (**Tell it**)
- Tell my parent or teacher if anything makes me feel scared or uncomfortable (**Tell it**)
- Make sure all the messages I send and comments I leave are polite and positive
- Tell my parent or teacher if I get a nasty message or something makes me feel uncomfortable and do not reply (**Tell it/Show it**)
- Not give my phone number or address to anyone online
- Not tell people about myself online (I will not tell them my name, anything about where I live or where I go to school, names of clubs I attend)
- Not upload photos of myself onto the computer without my parent's permission
- Keep any passwords private and only use my own login details
- Only speak to people I know online and on the phone
- Never agree to share photos, phone or video call or meet a stranger
- Always make sure my parents know who I am talking to or messaging

When I am using Google Classroom I will:

- Make only positive and polite comments about the learning if the teacher has allowed commenting
- Remember that teachers can see exactly who posts what on Google Classroom
- Post photos of my home learning safely, remembering to check with my parents first
- Post photos of my learning making sure I am suitably dressed and in a suitable location

During Live classroom sessions:

- There will be at least two members of staff present in all sessions (One may not be active in the session).
- A register will be taken.
- We will revisit our online class charters before each live lesson begins.
- Wherever possible, I will be in a 'shared space'.
- Wherever possible I will have a neutral background.
- I will be dressed for learning.

- I will mute my microphone when joining.
- I/parents should not film or take pictures of the screen
- I will use the 'Raise Hand' function if I should wish to speak.
- My Parent should inform the school/teacher in advance if I will be unable to attend the session.

