

#dontovershare



#ABOUT US



In 21st century society, the Internet is essential for information, creativity, production and communication. As a school, we want our learners to be able to make informed and empowered choices about how they 'best use' the Internet.

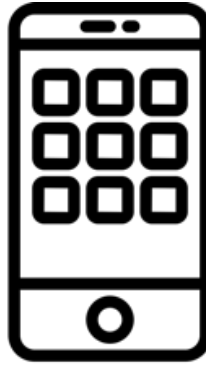
The Plashet School Safer School Prefects, have devised and implemented a piece of primary research alongside Ms Still and Mr Gachi on how our students use the internet. This began in 2015 with a questionnaire, which was designed to gain a better understanding of our students' Internet habits. The results were informative and although many students were using the Internet wisely, some were taking an unnecessary risk and over sharing information. This was followed by a focus group, to gain further in depth information from the students on their use of digital media. Our survey and focus group showed that most students were actively using social media on a daily basis, and many spent a large proportion of their time on the Internet. Much of this time is for homework, research and communicating with friends. Our aim with this project is to empower our students to have the best digital experience they can.

This booklet is designed to provide tips on how to avoid #overshare and to give students and parents and carers some useful information on getting the best out of digital media.

We have chosen to focus on apps which were highlighted as frequently used apps by Plashet students from the survey and focus groups. This list is by no means exhaustive. Digital media and apps are frequently changing, however it makes a good place to start, and helps us with location and privacy settings.



Created by Symbolon
from Noun Project



Created by Nancy
from Noun Project



page 4



page 5



page 6



page 7



page 8



page 9

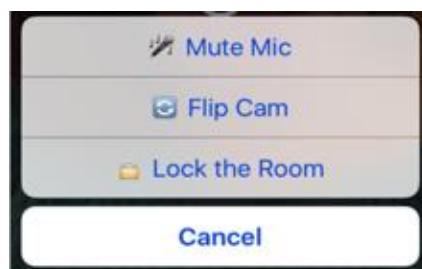
#dontovershare



Houseparty is an app used to video chat with up to 10 people. It allows you to communicate with family and friends face-to-face. It is a fairly new, but popular app amongst teenagers. It is a great source of communication, and can be used to revise in small groups. However, even though it is a great way to communicate with people, unless you ensure that your settings are adjusted so that they're safe, other people that have added you/your friends on Houseparty can enter face-to-face chat rooms.

How to stay safe on Houseparty:

- Make sure that you only add people that you know/have met before, not just online.
- Make sure that you are careful with entering your phone number onto the app settings as others in your contacts will be able to see you have an account on Houseparty.
- Make sure that you 'lock rooms', so that friends/other added contacts cannot enter a chat room without your permission. You can do this by accessing the settings.

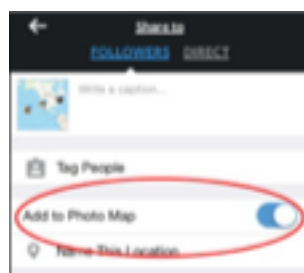




Instagram is an app used to share pictures and videos, comment on them, follow friends and celebrities as well as message people privately on 'Direct Messages'. You can also upload 'stories,' which are pictures and videos that disappear after 24 hours. It is known to be used for sharing pictures with friends and family only, as long as your settings remain private and they are following you. You must ensure that the privacy settings are turned on, so that not everyone is able to access your account.

How to stay safe on Instagram:

- Make sure your privacy settings are always kept on. To do this, click on settings, then on 'my profile', before choosing to keep your account private.
- Only accept the follow requests of people you know.
- Block/report people who are posting inappropriate pictures or comments online.
- Make sure that you turn your location settings off in both Instagram and settings so that when you post a picture, it doesn't reveal the location of where it was taken. (Geotagging may also be noted as 'photo map' - make sure this is off.)



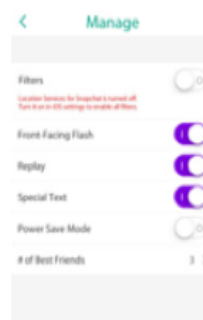
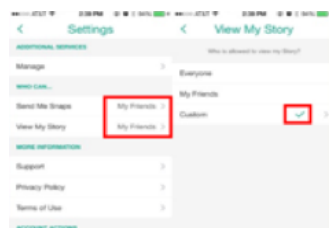


Created by Sofia Espino-Yaeger
from Neoun Project

Snapchat is an app used to send pictures and videos that disappear after a maximum of 10 seconds. It can be used to text friends and family. And to upload stories—videos and photos that disappear after 24 hours. Recent updates such as ‘snapchat call’ and ‘video chat’ now allow people to talk face to face, as well as on the phone, as is done in many other apps. Snapchat also allow users to send photos that don’t disappear, as well as voice messages. If you’re not careful, pictures can be spread and strangers may be able to view your ‘story’.

How to stay safe on Snapchat:

- Make sure your privacy settings are always kept on. You can do this by choosing who views your story and who can send you snaps.
- Make sure that you always remember that photos can be screenshot by other people and once this happens, you can’t get the photo back.
- Make sure that you block/unfriend people who are sending inappropriate content.
- Make sure that you turn location filters off—you can do this by turning off location settings in the app or in your phone settings. This is increasingly important with the Snap Map feature – anyone can see your location if you do not set the privacy levels correctly.





Created by Gracelle Mesina
from Noun Project



Twitter is used to 'tweet' comments, post pictures, message individuals and share videos. It is often said to be the main source of 'e-democracy.' Many people use Twitter to voice their political opinion and Twitter is great for interacting with others and finding out information about different organisations etc. However, if you're not careful, the general public may be able to access your tweets and pictures, not just the friends and family that follow you.

How to stay safe on Twitter:

- Make sure your privacy settings are always kept on. You can do this by choosing the private account options in settings.
- Make sure that you block/unfollow people who are posting inappropriate content/tweets.
- Make sure that you turn location off—you can do this by turning off location settings in the app or in your phone settings.
- Make sure that your date of birth is not visible to the public and/or your followers.
- Make sure that you can only be added in photos by your followers.





Created by andriwidada
from Noun Project

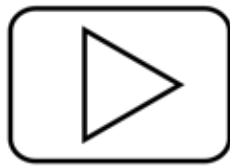


Whatsapp is used to text people. Using phone numbers added into your contacts, you can also send pictures, videos, voice messages and create group chats with friends and family. However, Whatsapp possesses some risks as anyone is able to text you if they have your number, therefore you must ensure you constantly have your privacy settings on.

How to stay safe on Whatsapp:

- Make sure that you have your privacy settings customised so that only your contacts can view both your Whatsapp 'status,' and your profile photo.
- Ensure that you block those who are sending harmful or inappropriate content/messages to you, or anyone you do not want contacting you.
- Make sure that your 'last seen' is customised so no one/your contacts can see when you were last online.





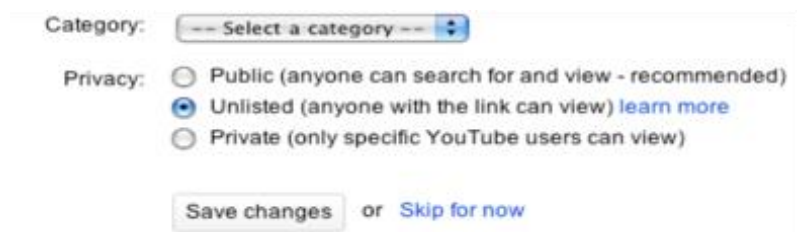
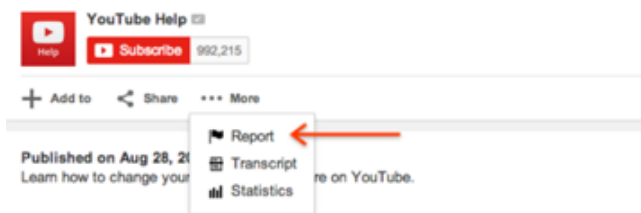
Created by Alena
from Noun Project

YouTube is used to upload many types of videos which range from how to do simultaneous equations to how to curl your hair with a hair straightener.

It is used by celebrities and is used to promote e-democracy as well. However, if the privacy settings on YouTube are not on, other people who you have not added may be able to access your YouTube account.

How to stay safe on YouTube:

- Make sure that you have your privacy settings customised so that only your followers can view your videos.
- Ensure that you block/report anyone who sends any inappropriate or harmful content to you.
- Make sure that you only post your own content so that you do not plagiarise anyone else's material.





The Internet, when used safely is very helpful and a positive force of change in the world. However, when it is misused there can be many dangers. As long as you stay safe and #dontovershare, the Internet is very beneficial. Here are some positive aspects and some things to stay alert about:

- @ amazing access to knowledge
- @ global communication
- @ loads of apps
- @ e-democracy

- @ inappropriate/harmful content
- @ cyber bullying - 'it still hurts whether you say it or read it'
- @ trolling
- @ be aware of grooming
- @ phishing/scamming
- @ reputation management

Remember - once it's out there, you'll never get it back!



Global Communication is the term used to describe ways to connect, share, relate and mobilise across geographic, political, economic, social and cultural divides.

Advantages of global communication:

@ Makes the World a Smaller Place - Family members separated by distance can stay connected with each other through electronic communication. Computer mediated communication, like social networking websites, even allow for long-distance communication without having to dread receiving an expensive long-distance phone bill.

Disadvantages of Global communication:

@ Communicating online means you'll often be sharing personal information. Everything you share on the Web gets stored somewhere, and that information could put you at personal or financial risk if it gets in the wrong hands. Likewise, giving people you don't know access to your social media profiles could mean they'll know where you live or work before you're ready to share that information.

Trolling is when an individual harasses one online through constantly making offensive remarks, intending to offend them, provoke an emotional response or disrupt specific discussions.

What to do if you are being trolled on the Internet?

- Consider ignoring the troll, they are likely to stop harassing you if you do not give them attention.
- Make sure you report the abusive comments, depending on the social media that you are using.
- Report the account of the troll, ensuring the reason you submit in the report page explains that they are a troll.
- Block the account, so they cannot contact you.



Created by parkjusun
from Noun Project

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, exploitation trafficking.

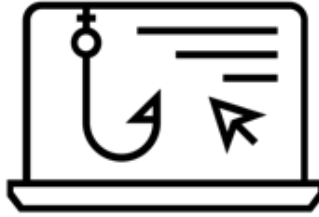
Children and young people can be groomed online or even face-to-face, by a stranger or by someone they know - for example a family member, a friend or anyone else. Groomers may be male or female and of any age.

SIGNS OF GROOMING

The signs of grooming aren't always obvious and groomers will often go to great lengths not to be identified. If a child is being groomed they may:

- Becoming secretive, including about what they are doing online;
- Have older boyfriends/girlfriends;
- Go to unusual places to meet friends;
- Have new items such as clothes or mobile phones that they won't explain;
- Have access to drugs and alcohol, this can be noticed in the behaviour of the child.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.



Created by Creative Stall
from Noun Project

Phishing is an attempt to obtain sensitive information by disguising as an authentic person to gain this information over electronic devices.

Here's how to avoid them:

Identify suspected phishing emails. There are some qualities that identify an attack through an email: they duplicate and copy the image of a real company, which includes sites that are visually similar to a real business and they often promote gifts, or the loss of an existing account.

Check the source of information from incoming mail. Your bank will never ask you to send your passwords or personal information by mail. Never respond to these questions, and if you have the slightest doubt, call your bank directly for clarification.

Enter Your Sensitive Data in Secure Websites only. In order for a site to be 'safe', it must begin with 'https://' and your browser should show an icon of a closed lock.

Periodically check your accounts. It never hurts to check your bank accounts periodically to be aware of any irregularities in your online transactions.

Phishing doesn't only pertain to online banking. Most phishing attacks are against banks, but can also use any popular website to steal personal data such as eBay, Facebook, PayPal, etc.

If you have the slightest doubt, do not risk it. The best way to prevent phishing is to consistently reject any email or news that asks you to provide confidential data.

Reputation Management

We can all identify with getting caught up in the moment, ranting or venting to a friend - but if you do so online, the Internet will have that moment saved forever. It is hard to fast forward and consider the person you will be in five years' time, so you must ask yourself, would I want my parents, future teachers or employers to see this?

Did you know?

According to a Microsoft Employer Survey in 2009, employers ran an online check on any candidate before offering them a position.

- 58% - concerns about a candidate's lifestyle.
- 56% - inappropriate comments & text written by the candidate.
- 55% - unsuitable photos, videos, and other media
- 43% - inappropriate comments or text written by friends and relatives.
- 40% - comments criticising previous employers, co-workers or clients
- 35% - membership in certain groups and networks.
- 30% - discovered information the candidate shared was false.
- 7% - poor communication skills displayed online
- 16% - concern about a candidate's financial background



Created by Royyan Wijaya
from Noun Project



Created by Sharon Showalter
from Noun Project

Useful websites

Art

<http://www.art2day.co.uk/artist-search.html>

<https://uk.pinterest.com/>

www.thisiscolossal.com/

<http://www.nationalgallery.org.uk/>

<http://www.tate.org.uk/visit/tate-modern>

www.npg.org.uk

www.britishmuseum.org

www.vam.ac.uk

www.wellcome.ac.uk/

<http://www.saatchigallery.com/>

Business

Businnessed -

<http://www.businnessed.co.uk/index.php/home/theory/gcse/edexcel-gcsetheory> BBC Bitesize Business -

<http://www.bbc.co.uk/education/subjects/zpsvr82>

Careers CEIAG

<https://nationalcareersservice.direct.gov.uk/>

<https://www.findapprenticeship.service.gov.uk>

<https://www.notgoingtouni.co.uk/>

<https://www.careersbox.co.uk/>

<https://www.ucas.com/>

<https://www.moneyadvice.service.org.uk/en/articles/student-finance>

<https://www.newham.gov.uk/Pages/Services/Post-16-learning.aspx>

Child Development

<http://www.nhs.uk/Tools/Pages/birthtofive.aspx>

<http://www.nhs.uk/Tools/Pages/Childhoodillness.aspx>

<https://www.tommys.org/>

Computing

Teach-ICT - <http://teach-ict.com/>

BBC Bitesize Computing -

<http://www.bbc.co.uk/education/subjects/zvc9q6f> BBC Bitesize ICT -

<http://www.bbc.co.uk/education/subjects/z8mtsbk> Scratch programming

- <https://scratch.mit.edu/>

Python programming - <https://www.python.org/>

EAL

BBCSkillswise <http://www.bbc.co.uk/skillswise/english>
Englischtalphen <http://www.englisch-hilfen.de/en/>
[Howjsay.com](http://howjsay.com/) <http://howjsay.com/>
British Council <http://learnenglish.britishcouncil.org/en/>
Flo-Joe [http://www.flo-](http://www.flo-joe.com/cae/students/strategy/p3pt1a.htm)
[joe.com/cae/students/strategy/p3pt1a.htm](http://www.flo-joe.com/cae/students/strategy/p3pt1a.htm)
ESLCafe <http://www.eslcafe.com/>
English Page <http://www.englishpage.com/index.html>
BBC World Service learning
English <http://www.bbc.co.uk/learningenglish/>

English

GCSE Bitesize English -
<http://www.bbc.co.uk/education/subjects/zr9d7ty>
http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_41.htm <http://victorianweb.org/>

Food Technology

[Www.nutritionprogram.co.uk](http://www.nutritionprogram.co.uk)
[Www.foodafactoflife.org.uk](http://www.foodafactoflife.org.uk)
[Www.bbcgoodfood.com](http://www.bbcgoodfood.com)
[Www.food.gov.uk](http://www.food.gov.uk)

French

<http://www.lilnguascope.com>
<http://www.language-gym.com/#/>
[http://www.ashcombe.surrey.sch.uk/07-langcoll/MFL-](http://www.ashcombe.surrey.sch.uk/07-langcoll/MFL-resources/french/fr-video-index.shtml)
[resources/french/fr-video-index.shtml](http://www.ashcombe.surrey.sch.uk/07-langcoll/MFL-resources/french/fr-video-index.shtml)
<http://www.bbc.co.uk/languages/french/>
<http://www.languagesonline.org.uk/Hotpotatoes/Index.htm>
<http://www.zut.org.uk/index.html>
<http://www.languageguide.org/french/>
<http://www.1jour1actu.com/monde>

Geography

<http://www.coolgeography.co.uk/> <http://www.geographyalltheway.com/>
<http://www.nationalgeographic.com/> <http://www.theweek.co.uk/>
<http://www.bbc.co.uk/news> <http://www.bbc.co.uk/education>
<http://www.aqa.org.uk/subjects/geography/gcse>

History

<http://spartacus-educational.com/> <http://www.johndclare.net/>
<http://www.mrallsophistory.com/revision/>

ICT

Teach-ICT - <http://teach-ict.com/>
BBC Bitesize ICT - <http://www.bbc.co.uk/education/subjects/zqmtsbk>
LearnICT - <http://learnict.it/ocr/cambridge-nationals/unit-1-cambridge-nationals-revision-help/>
GCSE Bitesize English -
<http://www.bbc.co.uk/education/subjects/zr9d7ty>
http://www.bristol.ac.uk/arts/exercises/grammar/grammar_tutorial/page_41.htm <http://victorianweb.org/>

Learning for Life

Drugs information <http://www.talktofrank.com/>
NSPCC <https://www.nspcc.org.uk/>
Stonewall <http://www.stonewall.org.uk/>
B-eat <https://www.b-eat.co.uk/>
Young Minds <https://youngminds.org.uk>

PRE

<http://www.aqa.org.uk/subjects/religious-studies/gcse/religious-studies-a-8062> <http://www.bbc.co.uk/education/subjects/zb48q6f>

Sociology

BBC <http://www.bbc.co.uk/news/England>
<https://www.theguardian.com/uk>
AQA website
<http://www.aqa.org.uk/subjects/sociology/gcse/specification-4190>
WJEC/EDUQAS Website
<http://www.eduqas.co.uk/qualifications/sociology/gcse/>
<http://www.wjec.co.uk/qualifications/sociology/sociology-gcse/>

Textiles

<https://textiles4u.wikispaces.com/>
http://penyrheol-comp.net/technology/gcse_textiles-technology-revision-topics/