

# E-safety for schools

## Tip Sheet 1

Are u professionally  
techsmart?

[www.esafetyforschools.com](http://www.esafetyforschools.com)

Adrienne Katz, trainer, author, researcher

## Be professionally tech-smart

It's obvious that while in school or college your behaviour must be professional at all times. But have you ever stopped to assess your online professional profile?

What you do, say or post can be seen as representative of your school or profession. You may be judged by different standards because you are in a position of trust and a role model to young people. So that party pic of you with a drink in your hand looking wasted is not a good idea.

You will need to uphold a high standard of professional conduct in any message or photo that can be viewed by others and in how you communicate with or about students or their families.

Your social media, blogs, posts, texts or tagged photos are part of what we are talking about here. In fact any form of electronic communication.



## A few 'musts'

- Ensure your social media accounts are private: set every photo to private and check what friends upload if you are tagged in their uploaded images. Above all don't share images that could be compromising.
- Consider setting up separate online profiles – personal and professional.
- Never befriend a student on social media.
- Only use school devices to message or communicate with students and their families
- Avoid giving out your personal email address, mobile phone number or any other addresses through which you can be found.
- Do not talk or share messages about your place of work or colleagues.
- Never use your personal phone, tablet or laptop to download a problem case in which you are helping a young person.
- All interventions to help a student with their online life should be recorded and any downloads or screengrabs should be saved onto school devices designated for this purpose. Logs should be monitored by the designated safeguarding lead. Do not view images of young people in explicit images.
- Have a school SNS account for communicating with parents or students.
- Never take student or school data offsite without encryption on a laptop or USB stick.

## And a few more to think about...

So you need to think about befriending colleagues and having a natter about your place of work or other staff who work there – avoid!

Don't give access to your personal blogs or image sharing sites to any parent or student, even if you have known the family for donkey's years.

Don't share any negative remarks online concerning your school or college or any student.

Don't divulge sensitive or identifying information about any student or staff member.

Don't use school devices to make personal posts or send personal messages during school time and ensure nobody in your household ever uses your school devices to send their own messages or posts even on their own social media accounts. [One case involved a school laptop taken home by a teacher, whose teen used it to send explicit messages to a girlfriend. This only came to light when an IT manager at school noticed during a regular update.]

Think about how you come across – could some of your jokes seem racist or sexist? Monitor how you might appear to others and be circumspect in your communications. Avoid joking or talking about alcohol, sex or drugs even in jest, lest you are misinterpreted by someone who might question your professionalism. Even if your message is to a friend or colleague and you believe it is private – how good is the recipient's online housekeeping? Anything can leak, be hacked or shared in error.

When dealing with a case you may want to get advice from somewhere.

### VITAL DETAILS

The CPD Standards Office

CPD PROVIDER: 21042  
2016 - 2018

[www.cpdstandards.com](http://www.cpdstandards.com)



**UK Safer Internet Centre**

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

**Professional Online Safety Helpline** T: 0844 381 4772

[enquiries@saferinternet.org.uk](mailto:enquiries@saferinternet.org.uk)

**ChildLine**

[www.childline.org.uk](http://www.childline.org.uk)

**Internet Watch Foundation** report child abuse images

[www.isf.org.uk](http://www.isf.org.uk)

**CEOP** report Child sexual exploitation

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

**Samaritans**

[www.samaritans.org.uk](http://www.samaritans.org.uk)

**BOOKS** 'Making your Primary School e-safe', 'Making your Secondary School e-safe' and 'Cyberbullying and e-safety: what educators and professionals need to know'. [www.jkp.com](http://www.jkp.com) More tips: [www.esafetyforschools.com](http://www.esafetyforschools.com)