



ONLINE SAFETY

At your fingertips

A checklist for schools to keep on top of Online Safety.

Teachers, your digital footprint is important too!



Changed your name on social media sites (a nickname perhaps), to avoid unwanted attention.



On Facebook you can take yourself out of searches, and change what informations your friends can see.



Often your location can show up when you post online, check to make sure this is not the case, it is a security danger.



If you post a photo - check whether it is set to be viewed publicly or so just your friends can see it.



REMEMBER everything you post online is there forever!



Make your privacy settings secure in all areas, and regularly check to ensure they are kept up to date.



Remember, your posts online may not stay private - consider the reactions of your family, employer and students.



If your friends put a post online and associate you with it, it could be seen. Make this known! You can change your settings to make sure you approve it before it goes on your profile.



Lead by example - if you learn how to stay safe online, teach others!



Make sure your digital footprint represents YOU, not an alternative online version of you.



For more information, resources and advice directly from Unique Voice, please contact:

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