

Our Lady's P.S.



## E-Safety Policy and Acceptable Use Agreement

### Schedule for Developing, Monitoring and Reviewing Policy

The implementation of this E-Safety policy will be monitored by: ICT Co-ordinator

Date ratified by Board of Governors: 20/4/20

Signature – Board of Governor Chairperson: Cecilia Mc Cartan (Vice chair)

Signature – Principal: J. Jones

Monitoring and Reviewing: April 2029

# Our Lady's Primary School Ethos Statement

Our Lady's Primary School is a focal point for the community. We want our school to be a caring environment which effectively develops the academic, personal, social and spiritual potential of each child.

We are a Catholic school and as such we have a distinct ethos, but we welcome children from all faiths and none.

Catholic Education takes place in communities inspired by the spirit of Christ. Christ's commandment to love God and neighbour inspires a caring ethos which is expressed in relationships within and beyond Catholic schools.

The education in our school is person centred. It promotes the dignity, self-esteem and full development of each person who is made in God's image and uniquely loved by God.

Catholic Education is inclusive. It is respectful of, and engages with people of all beliefs; it encourages the religious development of all in their own faith.

Catholic Education is rooted in the gospel values of respect for life, solidarity, truth and justice; it aims to harmonise faith and culture, build a better society and pursue the common good.

Together we aim to provide high quality rounded education for all our children so that they develop their full uniqueness and potential.

In our school the person and message of Christ find expression in:

- Communities of Faith, Service, Prayer and Worship;
- The development of each person's full potential in a climate of joy, freedom, respect, challenge, co-operation and celebration;
- The enrichment of pupil life-intellectual, physical, spiritual, moral, social and emotional;
- The promotion of a spirit of charity, social justice, global awareness and concern for others leading to practical outreach and partnerships;
- A culture of tolerance where people of diverse identities are recognised welcomed respected and cherished;
- Listening, mutual understanding, trust, reconciliation, healing and peace;
- The preparation of pupils to lead fulfilling and purposeful lives which will contribute to the common good;
- Promotion of family life, parish and world.

## 1. Introduction

The term, Information and Communications Technology (ICT) covers a range of resources from traditional computer-based technologies to the fast-evolving digital communication technologies.

Some of the Internet-based and electronic communications technologies which children are using, both inside and outside of the classroom, are:

- Websites
- Learning Platforms / Virtual Learning Environments
- Email and Instant Messaging
- Social Networking
- Artificial Intelligence (AI)
- Podcasting
- Video Broadcasting - TEAMS
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- iPads and other tablet devices with internet access

Whilst these ICT resources can be exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with the use of Internet technologies.

## 2. Rationale

*"The school's actions on and governance of online safety must be reflected clearly within the school's safeguarding arrangements and Online Safety Policy. Safeguarding and promoting pupils' welfare around digital technology is the responsibility of everyone who comes into contact with them in the school or on school-organised activities."*

*DENI Online Safety Guidance, Circular number 2016/27*

E-safety encompasses internet technologies and electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

In Our Lady's Primary School, we understand our responsibility to educate pupils in E-Safety. We aim to teach children appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

### 3. Risks and Responses

The Internet is a unique and exciting resource. It brings the world into the classroom by giving the children access to a global network of educational resources. Use of the internet is an essential skill for children; however, it is an open communications' channel, available to all. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable. Key Concerns are:

#### **Potential Contact**

Children may come into contact with someone online who may wish to harm them. Some adults use social networks, chat rooms or e-mail to communicate with children for inappropriate reasons

In Our Lady's children will be taught:

- That people are not always who they say they are.
- That "Stranger Danger" applies to the people they encounter through the Internet.
- That they should never give out personal details
- That they should never meet alone anyone contacted via the Internet, and
- That once they publish information (e.g. send inappropriate photographs) it can be disseminated with ease and cannot be fully destroyed although it is important to realise that if we act fast and remove the original posting as soon as possible, we can minimise damage.

#### **Inappropriate Content**

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet and some material is published for an adult audience and is unsuitable for children. Materials may express extreme views and may contain misleading and inaccurate information.

In Our Lady's children will be taught: -

- That information on the Internet is not always accurate or true.
- To question the source of information.
- How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.

#### **Cyber Bullying**

Staff at Our Lady's Primary School are very aware of the potential for pupils to be subjected to cyber bullying via e.g. email, text or social networking sites. If it takes place within school, cyberbullying will be dealt with in line with the school's overall Anti-Bullying policy, Positive Behaviour Policy, Pastoral Care policy and Child Protection Policy.

In Our Lady's children will be taught:

- If they feel they are being bullied by e-mail, through social networking sites, text or online they should always tell someone they trust.

- Not to reply to bullying, threatening text messages or e-mails as this could make things worse.
- Not to send or forward abusive texts or e-mails or images to anyone.
- Keep abusive messages as evidence.

Children will be encouraged to report incidents of cyber-bullying to parents and the school to ensure appropriate action is taken.

Children will be encouraged to use websites such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk), <https://www.childnet.com>, <https://saferschoolsni.co.uk/>, to learn how to deal with cyberbullying incidents which may take place in or outside of school

We will keep records of cyber-bullying incidents, if they have occurred within school, to monitor the effectiveness of preventative activities, and to review and ensure consistency in investigations, support and sanctions.

#### **4. Roles and Responsibilities**

As E-safety is an important aspect of strategic leadership within the school, the Principal and Board of Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the ICT Co-ordinator to keep abreast of current online safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet. The ICT Co-ordinator has responsibility for leading and monitoring the implementation of E-safety throughout the school.

The Principal/ICT Co-ordinator update Governors with regard to online safety and all governors have an understanding of the issues at our school in relation to local and national guidelines and advice.

#### **5. Writing and Reviewing the Online Safety Policy**

This policy, supported by the school's Acceptable Use Agreement for staff, and pupils, is to protect the interests and safety of the whole school community on the safe, healthy, acceptable and effective use of the Internet and other digital technologies, and the integration of Artificial Intelligence (AI) in Education. It is linked to other school policies including those for Using ICT, Positive Behaviour, Health and Safety, Safeguarding, Child Protection, and Antbullying.

It has been agreed by the staff and approved by the Board of Governors. The E-Safety Policy and its implementation will be reviewed every three years or when required if the need arises.

## **6. Online Safety Skills Development for Staff (see Appendix 4)**

- All staff receive regular information and training on Online Safety issues through the coordinator at staff meetings or planned CPD sessions when required.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of Online Safety and know what to do in the event of misuse of technology by any member of the school community.
- New staff members receive information on the school's E-Safety Policy and Acceptable Use Agreement as part of their induction.
- All teachers are encouraged to incorporate Online Safety activities and awareness within their lessons.

## **Online Safety Information for Parents/Carers (see Appendix 1 & 2)**

Parents/carers have an important role to play in promoting Online Safety. We encourage all parents/carers to become involved in Online Safety discussions and activities with their child.

- Parents/carers are asked to read through ICT, Internet and Online Policy Guidelines and sign the Acceptable Use Agreement with their child.
- Parents/carers are required to make a decision as to whether they consent images of their child being taken/used on the school website/Facebook page
- Parents have access to the Safer Schools App for all recent online advice which contains links to sites such as CEOP's thinkuknow, Childline and NSPCC which parents can use with their children
- The school communicates relevant E-Safety information through the school website and the school Facebook page.
- All new parents receive a copy of Our Lady's Online Safety Policy and Acceptable Use Agreement at Induction meetings.
- Our Lady's Primary School website will have the policy attached for information.
- Parents are invited to register and download the SAFER SCHOOLS NI App for all recent online advice

Parents/carers/guardians are reminded regularly that it is important to promote E- Safety in the home and to monitor Internet use. The following guidelines are provided:

- Keep the computer in a communal area of the home.
- Be aware that children have access to the internet on their mobile phone.
- Monitor online time and be aware of excessive hours spent on the Internet.
- Take an interest in what children are doing. Discuss with the children what they are

seeing and using on the Internet.

- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips (Cyber Tiger).
- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information online.
- Remind children that people online may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet online.
- Be aware that children may be using the Internet in places other than in their own home or at school.
- Be aware that the minimum age for social media apps eg Facebook, Snapchat and Instagram is 13, this is in compliance with the US Children's Online Privacy Protection Act.

## **7. Teaching and Learning**

- Teachers will plan for and provide opportunities across the curriculum for children to develop their E-Safety skills.
- Educating children on the dangers of technologies that may be encountered outside school is done informally, when opportunities arise, and as part of the e-Safety curriculum.
- Children are made aware of the impact of online bullying and know how to seek help if these issues affect them. Children are also made aware of where to seek advice or help if they experience problems when using the Internet and related technologies, i.e. parent/carer/guardians, teacher/trusted member of staff, or an organisation such as Childline/NSPCC/CEOP.
- The school Internet access is filtered through the C2k managed service using a Websense filtering solution.
- No filtering service is 100% effective; therefore all children's use of the Internet is supervised by an adult.
- Use of the Internet is a planned activity. Aimless surfing is not encouraged. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.
- Children are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

- Children are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material. They will be taught to be “SMART” and know the SMART tips (Cyber Tiger).

#### **E-mail:**

- Pupils may only use C2k e-mail accounts on the school system as a means of ‘Exchange’ when needed – children are not always given individual e-mail addresses.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- Forwarding chain letters is not permitted.
- Sending or displaying insulting or offensive messages/pictures is forbidden.

#### **Social Networking:**

- Through the C2k system our school currently blocks access to social networking sites.
- Pupils and parents /carers will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Our pupils are asked to report any incidents of bullying to the school.
- School staff will not add children as ‘friends’ if they use these sites.

#### **Portable Technologies:**

- The use of portable devices such as memory sticks and external hard drives will be monitored closely as potential sources of computer virus and inappropriate material.
- Staff should not store pupils’ personal data and photographs on memory sticks.
- Pupils are not allowed to use personal mobile phones in school.
- Staff should not use personal mobile phones during designated teaching sessions.

#### **iPads**

iPads are used for digital storytelling, internet research, and to support learning and teaching across the curriculum via the use of a range of appropriate apps. When using iPads, children will be reminded to be Internet Wise and apply the Internet safety rules. They will not be allowed to use iPads to:

- Take photos of pupils/staff without permission or direction from the teacher.
- Take videos of pupils/staff without permission or direction from the teacher.
- Air drop or distribute images without permission or instruction.

#### **Managing Video-conferencing:**

- Videoconferencing will be via the C2k network to ensure quality of service and security.
- Videoconferencing will be appropriately supervised.

#### **Publishing Pupils' Images and Work (Appendix 1)**

- Written permission from parents/guardians will be obtained before photographs of pupils are published on the school Website/Facebook page. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.
- Parents/carers may withdraw permission, in writing, at any time.
- Pupils' full names will not be used anywhere on the School Website, particularly in association with photographs.
- Pupil's work can only be published by outside agencies with the permission of the pupil and parents/carers.

#### **Policy Decisions:**

##### **Authorising Internet access**

- Pupil instruction in responsible and safe use should precede any Internet access and all children must sign up to the Acceptable Use Agreement for pupils and abide by the school's e-Safety rules. These SMART rules will also be displayed clearly in all rooms (Cyber Tiger).
- As part of the Acceptable Use Agreement children will know that if they deliberately break the rules they could be stopped from using the Internet/E-mail and that parents/carers will be informed.
- Access to the Internet will be supervised.
- All parents/guardians will be asked to sign the Acceptable Use Agreement for pupils giving consent for their child to use the Internet in school by following the school's E-Safety rules and within the constraints detailed in the school's E-Safety policy. **(Appendix 1 & 2)**
- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource. **(Appendix 4)**

##### **Password Security:**

- Adult users are provided with an individual login username and password, which they are encouraged to change periodically. Login details should not be shared with pupils.
- All pupils are provided with an individual login username and password. They are encouraged to keep details of usernames and passwords private.

- Pupils are not allowed to deliberately access files on the school network which belong to their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network

#### **Handling e-Safety Complaints:**

- Complaints of Internet misuse will be dealt with by the Principal, Vice-Principal and Governors.
- As part of the Acceptable Use Agreement children will know that if they deliberately break the rules, they could be stopped from using the Internet/E-mail and that parents/carers will be informed.
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.
- Complaints regarding cyberbullying will be dealt with in line with the school Anti-Bullying Policy.
- Pupils and parents/carers will be informed of the complaint's procedure.
- Any complaint about staff misuse must be referred to the Principal and Governors.

#### **Communicating the Policy:**

##### **Introducing the e-Safety Policy to pupils**

- E-Safety rules – a visual aid (Cyber Tiger) will be used to reinforce SMART safety rules and will be displayed in all classrooms and discussed with the pupils at the start of each year. Specific lessons will be taught by class teachers at the beginning of every year and at relevant points throughout e.g. during PDMU lessons/circle times/Internet safety week.
- Pupils will be informed that network and Internet use will be monitored.

##### **Staff and the e-Safety Policy:**

- All staff will be involved in discussions regarding E-Safety and will have a copy of the e-Safety Policy.
- Staff will be aware that Internet use can be monitored and traced to the individual. Professional conduct is essential.
- A surface pro and class iPad issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software, both in and out of school.
- Staff are advised not to use their own personal phones or devices for contacting pupils and their families within or outside of the setting in a professional capacity.

Staff should follow the guidelines below:

- Never communicate with pupils outside of school via social networking sites and chat rooms.
- Never respond to informal, social texts from pupils

- Never use personal technology to take images or videos of children

### **8. Use of Artificial Intelligence (AI)**

As AI technologies become more prevalent in education, Our Lady's Primary School is committed to ensuring their safe and ethical use.

- AI tools may be used to support learning, personalise education, and assist with administrative tasks.
- All AI tools must be approved by the ICT Coordinator and comply with data protection regulations (Co-pilot in C2K system).
- Pupils will be taught to critically evaluate AI-generated content and understand its limitations.
- Staff will monitor AI tools to ensure they do not reinforce bias or misinformation.

### **Monitoring and review:**

This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Co-ordinator.

The policy is the Governor's responsibility, and they will review its effectiveness every three years or when required if the need arises.

### **Related School Policies**

Using ICT

Positive Behaviour

Health and Safety

Safeguarding

Child Protection

Antibullying

Code of Conduct for Staff



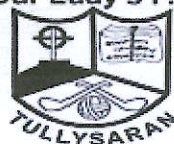
## ICT, Internet & Online Safety Policy Guidelines (Appendix 1)

### **ADVICE FOR PARENTS/GUARDIANS**

- a. While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies and other media.
- b. Appropriate home use of the Internet by children can be educationally beneficial and can make a useful contribution to home and schoolwork. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.
- c. In school we provide filtered and monitored access to the Internet as outlined by DENI for pupils and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home.
- d. The following guidance and advice may prove useful:  
Parents/Guardians should -
  - Discuss with their children the rules for using the Internet (see over) and decide together when, how long, and what comprises appropriate use.
  - Get to know the sites their children visit and talk to them about what they are learning; sites such as Snapchat; Instagram or Facebook are not recommended for Primary School children.
  - Ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school's name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
  - Encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school, they should immediately inform the school.

(Appendix 2)

Our Lady's P.S.



**Permission Slips**

**Consent Note for School Excursions**

I give my consent for my child(ren) \_\_\_\_\_ to participate in out of school events, off site sporting activities and competitions including swimming lessons when applicable.

Signed: \_\_\_\_\_ Parent / Guardian.

**Consent Note for Publishing School Photographs, Recordings & Uploading pupil's work**

I give permission for my child(ren) \_\_\_\_\_

To be photographed/recorded (Please circle): -

Individually - **Yes or No**

In a school group - **Yes or No**

For educational purposes e.g. classroom and home learning through online apps e.g. :- Seesaw, Mathletics, Mathletics, Just2Easy - **Yes or No**

For school publications and productions e.g. Newsletters – **Yes or No**

For the media e.g. Newspaper – **Yes or No**

For the school website – **Yes or No**

For social media e.g. Facebook – **Yes or No**

Signed: \_\_\_\_\_ Parent /Guardian.

**Consent note and Agreement for Acceptable use of ICT, Internet & E-Safety Agreement**

I confirm that we have read, agree with and will use the code of acceptable ICT, E-Safety and internet use.

I also give permission for my child(ren) \_\_\_\_\_ to use the Internet in School and for online learning at home.

Signed: \_\_\_\_\_ Parent / Guardian

**Pupil's ICT and Internet Instructions**

When I am using the internet on the computer/digital device I should only follow the instructions that the teacher gives me. If I want to go to a page that I am interested in I should ask the teacher first for permission. I should never search the internet on my own. If a website asks for my personal details or if the search brings up inappropriate material I should inform my teacher immediately. I will engage appropriately on online learning platforms e.g. :- Mathletics, Mathseeds, Just2Easy, Google Classrooms and Zoom.

Signed: \_\_\_\_\_ **Child/Children** (Parent should sign for children in P1 & P2)

I have read the Safeguarding Pastoral Care leaflet and Complaints procedure.

(Please tick).

**Please complete the above permission slips for your child/children attending our school and return to the class teacher. Thank you.**



## ICT, Internet & Online Safety Policy Guidelines (Appendix 1)

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- a. While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies and other media.
- b. Appropriate home use of the Internet by children can be educationally beneficial and can make a useful contribution to home and schoolwork. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.
- c. In school we provide filtered and monitored access to the Internet as outlined by DENI for pupils and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home.
- d. The following guidance and advice may prove useful:  
Parents/Guardians should -
  - Discuss with their children the rules for using the Internet (see over) and decide together when, how long, and what comprises appropriate use.
  - Get to know the sites their children visit and talk to them about what they are learning; sites such as Snapchat; Instagram or Facebook are not recommended for Primary School children.
  - Ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school's name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
  - Encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school, they should immediately inform the school.



## ICT Acceptable Use Agreement for Staff (Appendix 4)

The computer system is the responsibility of the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school Internet and E-Safety Policy has been drawn up to protect all parties – the students, the staff and Our Lady's Primary School community.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff members should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

- All Internet activity should be appropriate to staff professional activity or the pupil's learning
- Access should only be made via the authorized account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all the e-mail sent and for contacts made that may result in e-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letter is forbidden
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels or language and content should be applied as for letters or other media
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

Name : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **Safe Use Of Internet for Parents/Guardians (Appendix 5)**

### **Guidelines on the safe use of chat rooms, social networking & instant messaging**

**Use of the internet should always be supervised. Our Lady's Primary School, Tullysaran does not promote the use of chat rooms or social network spaces outside school. However, we realise that some children will still use them, and they need to be aware of the safe and responsible behaviours to adopt when using these services to ensure their safety at all times. Please note that most social network sites have a minimum age requirement of 13.**

- Anyone who uses social networking sites or instant messaging service should be careful about the amount of personal information they reveal to the people they are chatting to. This is particularly important for young people to remember – they may feel they know the person they are chatting too very well.
- Personal information extends beyond the obvious details such as name, age and location, to information such as extra-curricular activities, names of friends, or details that may be particular to your location – all these details can be pieced together to form a very detailed profile of an individual. This could potentially lead to an individual being identified or even contacted.
- If registration is necessary to use a chat or instant messaging service (available on most mobile phones) children should ensure that they give as little personal information as possible and should look for clear privacy statement that the information they provide will not be made publicly available.
- It is always best to decline invitations to be a buddy, where details can then be made available to all.
- Use chat rooms that are monitored and alert a monitor if you detect any unsuitable chat going on.
- If harassment/bullying occur on a social media forum – children should immediately print the screen and parents should contact the chat room moderators/service providers immediately, who should take appropriate action. The user ID should be changed to prevent further harassment.

Please note that children can access online forums via; Nintendo Switch, X Box, PlayStation, Minecraft, Roblox, Fortnite, phones, iPads etc. Please find some recommended websites below for further information: - <https://www.thinkuknow.co.uk/> and <https://www.childnet.com/> - Information for children, parents, carers and teachers.

## Safety Rules for Children



**S** **SAFE**  
Keep your personal information safe.

**M** **MEET**  
Friends made online are strangers; meeting them can be dangerous.

**A** **ACCEPTING**  
Accepting files can be dangerous.  
If unsure, ask an adult!

**R** **RELIABLE**  
Not everyone or everything online is reliable or trustworthy.

**T** **TELL**  
Always tell an adult if something online upsets or annoys you.



