Online Reputation Checklist

Your digital footprint is the mark that you leave behind when using the internet and can shape your online reputation. Your digital footprints can be positive or negative and can influence how people see you now or in the future. Use our simple checklist to help manage and maintain your online reputation.

Make a positive footprint
The internet is a fantastic way to shout about all your achievements and to let everyone know about all the amazing things you create and do online. The best way to keep your online reputation in check is to use your time online to get creative and leave a positive mark behind. For example, you could write a blog to promote all the great things you're doing or create a video to teach others something new.

Search yourself online
Do you know what is online about you? It's recommended that you search your name online regularly. You might be aware of the content you post about yourself online, but are you aware of what others post about you? Set up Google Alerts - where you will receive an email every time your name appears in a Google Search result. Remember: if your Instagram or Twitter pages appear you can change this by adjusting your privacy settings.

Check your privacy settings
Make sure you know what information you are sharing on the platforms you use, in particular social networking sites. Most social networking sites have privacy settings to help you manage the content you share and who you share it with; you can decide if you want your posts to be shared with all your online followers, or a specific list of followers or the public. Keep in mind that your friend's content and their settings can also affect your digital footprint; remember you're only as private as your most public friend! Have a look at **www.saferinternet.org.uk/safety-tools** to learn about how to set up privacy settings on your account.

Think before you post
Be proud of everything you post online! Before you post that silly photo of a friend on Instagram, ask yourself if you would be happy for that same friend to post a photo like that of you. Even if a service states that once you post a photo it will disappear after a certain period of time, once something is online it could potentially be there forever!

Deactivate and delete
If you stop using a social media account it's a good idea to deactivate or delete your account. Deactivating your account means that you can still access the content posted for a period of time. Deleting the account removes the account completely. Over time, this will prevent it appearing in search results on a site or through a search engine, and it will remove the risk of these accounts being hacked without you knowing.

Where to get more details?

www.thinkuknow.co.uk

www.saferinternet.org.uk

www.nspcc.org.uk

www.childnet.com

www.ceop.police.uk

NETHERTHORPE SCHOOL

E-Safety Matters

For additional information please see our Anti-Bullying Policy

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Cyberbullying

Cyber Bullying is when someone uses technology, like the internet or a mobile phone to deliberately hurt, humiliate, harass, intimidate or threaten someone else.

Bullying is something that is done several times on purpose.

What will happen if I am found cyber bullying others?

In every case the incident will be taken very seriously and you will be treated the same as any student who bullies others. The consequences can include some or all of the following:
- You will have to explain your behaviour to a member of staff
- Your parents will be told and they may be asked to come into school
- Your Head of Year/Head of Section will keep a record in your file
- You will have to apologise to the person you bullied

You may also be:
- Placed in detention
- Isolated from lessons
- Excluded from Netherthorpe School

THE POLICE MAY BECOME INVOLVED

Who can I tell?

- Parents, Form Tutor, Head of Year/Section, Pastoral Support Manager or any other adult you trust.
- If they don't listen, DON'T GIVE UP, TELL SOMEONE ELSE. If you don't tell, things will get worse.
- Use the CEOP Button to report online abuse.

For help and advice contact:
www.beatbullying.org
www.ceop.police.uk

A free confidential 24/7 helpline for children and young people. You can call 0800 1111 or chat online at www.childline.org.uk ChildLine is run by the NSPCC.

Keeping safe online

- Never give out personal details such as mobile phone number, home address, school details, e-mail address.
- Don't post pictures of yourself in your school uniform on public sites.
- Set your social networking profiles to private.
- Think before you post - anything you post online can be seen, copied, changed and forwarded on to other people and could be available forever.
- Ask for your friends' permission before tagging them in photos.
- Use 'tag review' features on websites.
- Turn off the location feature on your mobile phone
- Don't give anyone your mobile phone PIN.
- Download protection apps from your mobile phone company.

Remember!

If it is an image you wouldn't want your grandparents to see, should you send it? Even if you delete a picture people can take a screen shot of it and it can be spread around again in the future.

Sexting

Sexting is a term which describes the sharing of intimate images of yourself with others using technologies like MMS, IM, and social networking sites.

- It is illegal to take, store and **share** indecent images of under 18s in the UK.

What can be done?

- If it is posted on a social networking site, **remove it as soon as you can.**
- If you sent it to someone else, get in touch with them and **ask them to delete it** before it goes any further.
- Tell your parents so they can help you.
- Seek support from your Head of Year/Head of Section or Pastoral Support Manager.
- **Report it**, using the website's reporting tools.