Using New Technology - Hints and Tips for adults working with children and young people

Read this, it might be helpful …

Social Networking hints and tips

Social networking sites are brilliant ways to stay in touch with friends and share photographs, comments or even play online applications such as chess or word games. However, they are also designed to enable advertisers to target you and entice you into buying goods and services based on the 'profile' information you reveal. Be web savvy!

- Social networking sites, such as Facebook, **have a range of privacy settings**. These are often set-up to 'expose' your details to anyone. When 'open' anyone could find you through a search of the networking site or even through a Google search. So, it is important to change your settings to "Just Friends" so that your details, photographs etc., can only be seen by your invited friends.
- Have a neutral picture of yourself as your profile image. Don't post embarrassing material.
- You do not need to accept friendship requests. Reject or ignore unless you know the person or want to accept them. Be prepared that you may be bombarded with friendship requests or 'suggestions' from people you do not know.
- Choose your social networking friends carefully and ask about their privacy controls.
- Do not accept 'friendship requests' on social networking or messaging sites from students, pupils or young people (or their parents) that you work with. Remember ex-pupils may still have friends at your school.
- Exercise caution – for example in Facebook if you write on a friends 'wall' all their friends can see your comment – even if they are not your friend.
- There is a separate privacy setting for Facebook groups & networks, you might have your profile set to private, but not for groups & networks. If you join a group or network everyone in the group or network will be able to see your profile.
- If you have younger family members on your social networking group who are friends with your students or pupils be aware that posts that you write will be visible to them.
- If you wish to set up a social networking site for a school project create a new user profile for this, do not use your own profile.
- If you or a friend are 'tagged' in an online photo album (Facebook, Flickr or similar) the whole photo album will be visible to their friends, your friends and anyone else tagged in the same album.
- You do not have to be friends with someone to be tagged in their photo album.
- If you are tagged in a photo you can remove the tag, but not the photo.
- Photo sharing web sites may not have privacy set as default.
- Your friends may take and post photos you are not happy about. You need to speak to them first, rather than contacting a web site. If you are over 18 the web site will only look into issues that contravene their terms and conditions.
- Once something is on the internet, even if you remove it, the chances are it has already been snapshotted by a 'web crawler' and it will always be there. Archives of web content are stored on sites like the WayBackMachine.
- Think about your internet use, adults are just as likely to get hooked on social networking, searching or games. Be aware of addictive behaviour!
- You will not be able to remove yourself completely from the Internet. 192.com has all the English electoral roles and for as little as £9.99 your personal information can easily be found by a stranger.

Wider Internet hints and tips

- Never tell anyone your password.
- Be careful how you choose passwords, most are very predictable. It is easy to find personal details online that might give password clues. It is recommended that you include capital letters, lower case letters and numbers – avoid birthdates, names, pets, addresses etc. It is best to avoid any work found in a dictionary.
- Keep all professional work and transactions completely separate from private. Create a web-based email account for private online business, such as online shopping and ensure you use your school / work email only for any professional communications.
- Create yourself a hotmail (or similar) account to use when searching for insurance quotes etc, when you are done either close the email account, or ignore it. Any junk mail generated will then not affect you.
- Be careful when form filling online…., do you know who the data is for? Only answer 'required 'questions, do not just give out information because you have been asked for it.
- Never verify banking details online.
- When you need to use a 'name' online consider what name you use. In a professional context you would probably use your full name, but in other contexts you may decide to use an alias to protect your identity. If so make sure it is appropriate.
- If you create a family tree and post it on the Internet, make sure your tree is set to private for anyone living or recently deceased (last 50 years). The information posted would be enough for someone to steal your identity and probably guess passwords and common security questions.
- If you get a phone call or an email from someone asking you to confirm personal details, (unless you are expecting the contact) do not give out any personal information.
- Popup adverts are often a nuisance. Close them carefully as a 'close' button will often lead you to more advertising as the 'X' might be a graphic.
- If you get an email or popup offer that seems too good to be true it probably is! Watch out for online cons – it is like online door step selling.
- If someone sets things up for you at home, make sure you change your password immediately. Someone with your username and password could impersonate you.
- If you think someone is impersonating you on Facebook or similar, report it. Impersonation usually breaches the terms and conditions – you will need to know the specific URL or user name, sites cannot work from a hunch.
- Cookies are not necessarily a bad thing. They save your surfing information and speed-up access to sites. However, if someone else has been surfing 'adult content' on your computer, the stored cookies may mean you get 'adult pop-ups and adverts'.

- Use legal sites for downloading music, films etc., such as iTunes.
- File sharing sites are not illegal but sharing of copyright material is. Downloading of illegal music and film downloading also leaves you at a huge risk of viruses. Even if you subscribe to a file sharing web site, such as Limewire, it does not mean that your downloading becomes legal.
- You can get Internet access from many games consoles and some MP3 players. Games with multiplayer features are often labelled as 'net play'. This means that you are playing with strangers online – the risks here are the same as for social networking, chatrooms and messengers.
- Applications like Skype and iplayer need bandwidth and can slow down the internet, particularly if you use a 3G mobile stick. Full screen iplayer could use up your allocation and your service may be 'throttled' - meaning you can only do some basic text work, searching and emails, but picture and video will not be possible.
- When you log-into a web site, unless your computer is exclusive to you, don't tick boxes that say 'remember me'.
- Don't leave yourself logged into your computer, software or websites. If you have to move away from your computer, log out.
- Don't give your username and password to anyone such as to a supply teacher / temporary member of staff – make sure your school has a guest login for visiting staff.
- Your school or work laptop (or other equipment) should not be used by friends and family.

If you work with young people:

- Try to provide pupils with direct links embedded into 'pages' in a document, London MLE 'room', or interactive whiteboard resource etc.
- If you do need to undertake Internet searches (including Internet image searches), rehearse before you use in class. Think about search terms. Even the most innocuous term can bring up adult material.
- Use child-friendly search engines with younger pupils. Older young people will use a variety of search engines at home, you are a role model for them in good use of a search engine. Look for opportunities to teach young people how to use search engines.
- When checking out web content make sure you are not displaying it on the interactive whiteboard or via a projector – research away from pupils.
- Watch YouTube (or any) videos before you use them in the classroom.
- If you use a YouTube (or any) videos, find out how to embed it using the 'Source' rather than a page link, as that exposes pupils to other content.
- If you cut and paste or save content from the Internet or other peoples files make sure you remove the hyperlinks embedded in the text, or attached to images.
- If you want to use a clip download it (if legal & copyright allows), it might not be there next time you look for it.
- If you use your own equipment in school (such as cameras or laptops), ensure senior leadership have given you permission and make sure that school files (photographs etc) are downloaded and stored in school, not at home.
- Do not take stored pupil photos or information home. If for any reason you need to ensure you have senior leadership's permission, and ensure it is on an encrypted device.
- Video Conferencing – you can be broadcasting without realising it, if you have VC in your classroom make sure it is switched off after use and that the camera is turned away from the class.
- You need to be a role model for copyright. Make sure you use multimedia resources appropriately, don't just 'grab stuff' off the Internet. Use the copyright images from the NEN, LGfL or other sites your school / LA has advised you of. You cannot show DVDs in school, although it is safe to use film trailers. But, make sure you download the right version, as there are can be more than one film trailer, including trailers for 'adult versions' of blockbusters.

Email hints and tips

- Keep all professional work and transactions completely separate from private. Create a web-based email account for private online business, such as online shopping and ensure you use your school / work email only for any professional communications.
- Create yourself a hotmail (or similar) account to use when searching for insurance quotes etc, when you are done either close the email account, or ignore it. Any junk mail generated will then not affect you.
- If you get an email from someone or a company that you have never head of and it asks you to reply to unsubscribe, don't. By unsubscribing you will verify that you exist. Just ignore the email. If they carry on emailing use email rules to block the sender.
- If you get emails that offer you money making schemes (e.g. the 'Nigerian email'), Russian wives, pharmaceutical products and body part enhancement don't be upset, you have not been personally targeted, this is spam and junk mail.
- Webmail is useful but insecure, and your email address is easily passed on.
- If you get spam or junk mail it does not mean that someone has 'hacked' into your email; people get email addresses in different ways, it might be a software 'guess' – a programme generates lots of possible emails and sends out millions of emails knowing that statistically some of them will be real. Software also searches web sites for email addresses and harvests them.
- Only open Email attachments from trusted sources, you won't get a virus from the initial email text, but it may be contained in an attachment.
- If emails from friends or acquaintances start to become unsuitable – say something before you receive something really problematic.
- Don't give out private email addresses to students and pupils.

Phone hints and tips

- Don't give out your mobile number or home number to students or pupils.
- If you have a Bluetooth phone do you know if Bluetooth is turned on or off? If it is on is there a password? Open un-passworded Bluetooth means anyone else with Bluetooth in range can read the content of your phone or device.
- Many hand held games consoles have wireless and Bluetooth and can be used to make contact from 'stranger' devices within range.