

Staying Safe Online

You will use a range of technology to help with your studies here at City Gateway, including the computers in our classrooms as well as our online learning platform, The Hub, which you may need to access from home.

It is important to understand how to stay safe while you are using the internet and what risks can be involved in using technology.

Your tutor will help guide you on how to stay safe when using technology. You can also find information and advice here:

www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/

To stay safe online you must:



Think before you post!

Don't upload or share anything you wouldn't want your parents, carers or future employers seeing



Avoid sharing personal information.

(There are lots of ways that people try to trick you into trusting them online)



Use strong passwords and do not share your password



Never save your password or personal details on a public PC or laptop and ensure you log out of your accounts



Tips for creating a strong password:



Make it long and difficult to guess, at least 8 characters long and a mix of lower case letters, upper case letters, numbers and special characters (like %, #, ! and £)



Don't use personal details that people might be able to guess, such as your favourite animal, your birthday or your best friend's name. Try using 3-4 random words that you can remember instead



Change your password regularly and use completely different passwords for different websites and apps

When using the shared computers at City Gateway:



Do not access,
display or
download any
offensive or
extremist material



Do not use or
display offensive
or abusive
language



Do not access or
use unauthorised
material

When using The Hub (our online learning platform):



Do not connect with other learners. You can only connect with your tutors and coach



When accessing The Hub on a shared computer, do not click the 'Remember Me' option when logging in, and ensure you log out when you are finished



Do not use offensive or abusive language when posting content on The Hub