# **Email Safety**

Teaching your kids a few safety tips will help them stay safe from online predators and other dangers, like online bullying or spam.

* You should only be receiving emails from teachers and pupils at the school.
* Emails are to be of only work-related content or just something to keep you all uplifted whilst being away from school.
* The School may have to call the police who can trace the originating source through the IP address in your home. Never share your email password with anyone- even a best friend.
* Be very selective in who has access to your email account.
* Avoid opening any unfamiliar emails and let an adult know.
* Make sure your child understands how to forward emails using cc and bcc, and that sometimes forwarding an email is not appropriate, especially if it contains personal information about themselves or someone else.
* If anything seems inappropriate in their email, make sure your child knows they can talk to you about it and contact the school.
* **DO NOT USE** each other’s login details. **Your email will be taken away from you.**
* Notify your class teacher or Mrs Johal if you think you have received an email from someone other than your teacher or class mate
* **BE CAREFUL and SAFE online**