

## My Digital Safety Checklist

### Think Before You Type!

Being online is fun, but being a **Culloden Digital Citizen** means being kind, even when you aren't face-to-face. Use this checklist before you send a message:

#### 1. The "Front Gate" Test

- Would I say this to a person's face in front of my teacher at the school gate?
- If the answer is **No**, do not send it.

#### 2. Group Chat Manners

- **Am I being a bystander?** If someone is being mean in a group chat and you don't say "Stop," it can look like you agree.
- **Is this the right time?** Avoid messaging late at night. Your friends (and their parents!) need sleep.
- **No "Spamming":** Sending 50 messages in a row can be annoying and can feel like bullying to the person receiving them.

#### 3. Protecting My Space (Myspace, WhatsApp, Games)

- **Private Profile:** Is my account set to "Private" or "Restricted"?
- **Stranger Danger:** Do I actually know every single person on my friend list in real life?
- **Location Off:** Is my "Ghost Mode" or "Live Location" turned off so people can't see where I live?

#### 4. What to do if things get "Messy"

If someone is being mean to you or someone else:

1. **STOP:** Don't reply. It's what they want.
2. **SAVE:** Take a screenshot.
3. **BLOCK:** Use the block button. It is your best friend!
4. **TELL:** Tell an adult you trust (Parent, Carer, or Teacher).

**Remember:** Once you hit 'Send,' you lose control of that message. It can be screenshotted and shared with anyone. **Keep it Kind. Keep it Safe.**

