

## Virtual Classrooms & Staying Safe Online

It is important that you are aware of the impact that your online activity can have on both yourself and other people. It is easy to feel anonymous online and you should be aware of who is able to view, and potentially share, the information that you post. Personal information should be kept safe and not shared with strangers.

Some online content may be hurtful or harmful to you. This is true for content accessed and viewed via social networks, online games, blogs and websites. Try to consider the reliability of online material and be aware that it may not be true or it may have been written with a bias. Before you like, comment or share online, use the **SHARE** checklist to make sure you are not contributing to the spread of harmful content.

**SOURCE:** Rely on official sources for medical and safety information.

**HEADLINE:** Always read to the end of the article before you share, as headlines do not always tell the full story.

**ANALYSE:** Analyse the facts and use fact-checking services to confirm whether information is correct.

**RETOUCHED:** Watch out for misleading pictures and videos that might be edited or show an unrelated place or event.

**ERROR:** Look out for typos and other mistakes. Official information will always be carefully checked.

Consider that people online may not be who they say they are and that once someone is added to an online account, you may well be sharing your personal information with them. Regularly reviewing friends' lists and removing unwanted contacts is a useful action. Privacy settings online may also allow you to customise the information that each person is able to access.

### TEN TOP TIPS FOR STAYING SAFE ONLINE

1. Don't post any personal information online including your address, email address or telephone number.
2. Think carefully before posting pictures or videos of yourself. Once you've put up a picture online, most people can see it and may also be able to download it.
3. Keep your privacy settings as high as possible.
4. Never share your passwords.
5. Don't befriend people you don't know.
6. Don't meet up with people you've met online. Speak to somebody you trust if you are being pressured to take conversations offline.
7. Remember that not everyone online is who they say they are.
8. Think carefully about what you say before you post something online.
9. Respect other people's views.
10. If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer/phone and tell somebody you trust immediately.

Inappropriate behaviour that you become aware of can be reported online and offline. It is important to inform a trusted adult straight away if you are made to feel uncomfortable, unsafe or worried. This includes if someone is bullying you. You can do this by contacting one of our Designated Safeguarding Officers, their shared mailbox, or another trusted adult such as your tutor or apprenticeship coach. Contact details can be found below.

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## Using Virtual Classrooms

Joining instructions, enabling you to access virtual classrooms will be sent to you approximately 2-3 weeks before your course. Please take the time to read these as they include important information on how to access and use the Adobe Connect software.

At the start of each session, tutors will highlight the British Values: Rule of Law, Democracy, Individual Liberty and Mutual Respect and Tolerance. You must respect these values during online teaching. Any inappropriate remarks, poor language or disrespect for other students will not be tolerated.

Any concerns or feedback about the virtual classrooms should be directed to the Client Service Team via [examtraining@lexisnexis.co.uk](mailto:examtraining@lexisnexis.co.uk)

## Keeping Yourself Well

The coronavirus pandemic has impacted everyone's daily lives, with many of us working from home, looking after children or other dependents and spending more time online. It is important that you take care of your mental and physical health during this difficult period.

Your wellbeing is important to us and we encourage you to use this time to access any support that you may need in relation to your programme or personal health. Support for tax technical queries is available via your tutor, the Academy forums or by contacting [examtraining@lexisnexis.co.uk](mailto:examtraining@lexisnexis.co.uk). Additional support for personal health and wellbeing is available via the safeguarding team. We also recommend subscribing to our Health & Wellbeing forum for regular updates and tips.

You may also want to consider some alternative support networks, highlighted below.

<https://www.samaritans.org/> - Crisis support available 24/7 via 116 123

<https://www.mind.org.uk/> - Information and support on mental health

<https://www.getsafeonline.org/> - Practical advice on staying safe online

<https://giveusashout.org/> - Mental Health support available 24/7 via text

<https://www.nationaldahelpline.org.uk/> - Domestic abuse advice and helpline

<https://www.nhs.uk/conditions/coronavirus-covid-19/> - Latest NHS coronavirus information