

## Online Safety Guidelines

### BE WISE

- Always ask **Why** a website or someone you make friends with on the Internet would need your personal information.
- Be **Inspired**. The Internet offers great tools for learning, discovering and creating.
- Be **Secure**. There are constantly new scams, hoaxes, viruses and spyware on the Internet. Install security software to keep your computer and data safe.
- **Evaluate** the stuff you read, see or receive through the Internet. Just because its on the Internet does not make it true, reliable or genuine.

### BE SMART

- Keep **Safe** by being careful not to give out your personal information - such as your name, email, phone number, address, College name, any Bank details, PIN numbers or passwords - to people online.
- **Meeting** someone you have only been in touch with online can be dangerous – Tell an adult and **Don't** do it alone!
- **Accepting** emails, messages on IM or opening files, pictures or texts from people you don't know or trust can lead to problems.
- **Reliable?** Someone online may be lying to you about who they are.
- **Tell** your parent or tutor immediately, if someone or something on-line makes you feel uncomfortable or worried.

## Online Safety Guidelines

### Staying Safe on Social Networks and Instant Messenger

- **Do you know everyone on your buddy or contacts list?** Think carefully about who is on your list. People on IM, like in chat, may not be who they say they are, so a friend of a friend is not necessarily a friend.
- **Keep your personal information secret** when talking to someone you don't know in the real world. Also think about what visible information you have, for example in your Profile or Member directory.
- **Learn how to keep an archive/save a copy of your conversation**, and don't be afraid to tell someone you are saving their conversation.
- **Learn how to block, ignore and report people.**
- **Check you know how**, to report something you feel uncomfortable about to the Messenger or Social Networking provider.
- **Use a nickname**, not your real name, and a nickname that is not going to attract the wrong type of attention.
- **Keep your username and password private**, and change your password on a regular basis.
- **Don't reply to abusive messages.** Don't send abusive messages either. It's best not to say anything on IM or a Social Network that you wouldn't say to someone's face.
- **Don't accept messages from people you don't know.**
- **Meeting someone you have only been in touch with online can be dangerous.** If you feel that you 'have to' meet, then for your own safety you **must tell your parent or carer** and take them with you – at least on the first visit – and meet in a public place in daytime.
- **Don't pass the buck** - if someone you have accepted on your buddy or contacts list is acting weird, don't pass them on to a friend. You could be putting your friend at risk. Just block them and report them to an adult,