

# E-Safety

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## PRACTICE CYBER SAFETY

### S

#### Be Safe

Keep your personal information safe and secret. Think carefully before you share a photo of yourself or your friends.

Full Name	_____
Age	_____
Gender	_____
Phone Number	_____
Home Address	_____
Postcode	_____
City/Town/Village	_____
Country	_____



### M

#### Don't Meet Up

Never arrange to meet an online friend because it can be dangerous. No matter how well you think you know people, they might be pretending.



### A

#### Accepting Emails can be Dangerous

If you receive junk mail (called Spam) or messages which make you feel uncomfortable, tell an adult that you trust and delete them. Don't reply to them!



### R

#### Reliable?

The Internet is full of friendly people and amazing information. However, sometimes people might say or write things which are untrue, so you should always think carefully before trusting what you see or hear.



### T

#### Tell Someone!

Most of the time that you are online, you will have lots of fun. However, if you see something that makes you feel uncomfortable or worried, make sure that you tell an adult who you trust.



Teaching  
www.teachingdaves.co.uk

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Don't sign up for sites that are 13+ if you are not old enough

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Don't add people as online friends unless you know them in real life

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Don't give out your personal information

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Don't give out any of your passwords to friends or anyone you meet online.

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Don't agree to meet someone that you have met online

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Be careful about discussing your personal problems with your online friends .

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Ensure privacy settings on activated on all of social media websites you use

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Choose sensible names for usernames, email addresses etc

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Do not respond to messages you receive that are mean or speaking meanly about others.

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Always be kind to others online.

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Know what cyber bullying is and tell someone if you think it's happening to you

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Protect your digital footprint

# Password

**DON'T** write your password down

**DON'T** share your password with anyone

**DON'T** include all or part of your username, first name, or last name

**DON'T** include terms that are significant to you like pet's name

**DON'T** include phone number, birthday, and number plates

**DON'T** use alphabet or number sequence

**DON'T** use a word contained in English or foreign language dictionaries

**DON'T** use a word spelled backwards

**DON'T** use a password of all digits, or all the same letter

**DON'T** re-use any of your last 10 passwords

At least 8 characters long

Unique; different from other passwords

Mix of alphabetical and numeric characters

Symbols if the system allows

Mixture of upper and lowercase

Complex but easy to remember

Difficult for others to guess

Change regularly



Enable 2 step authentication wherever possible  
Always use strong passwords  
Revoke access to third party apps

Password Hacking Times			
Length	Lowercase	+Uppercase	+Nos. & Symbols
6 characters	10 mins	10 hours	18 days
7 characters	4 hours	23 days	4 years
8 characters	4 days	3 years	463 years
9 characters	4 months	178 years	44,530 years

Accidental  
External  
Force

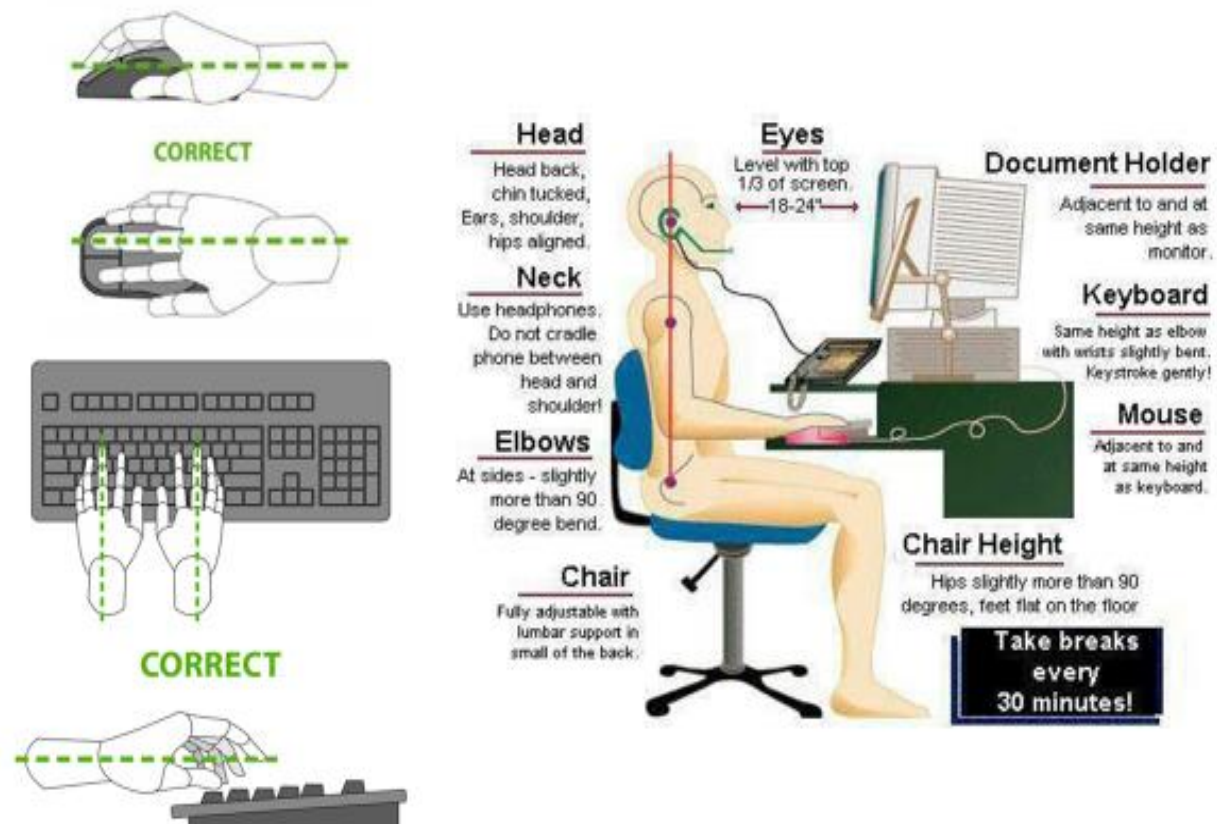
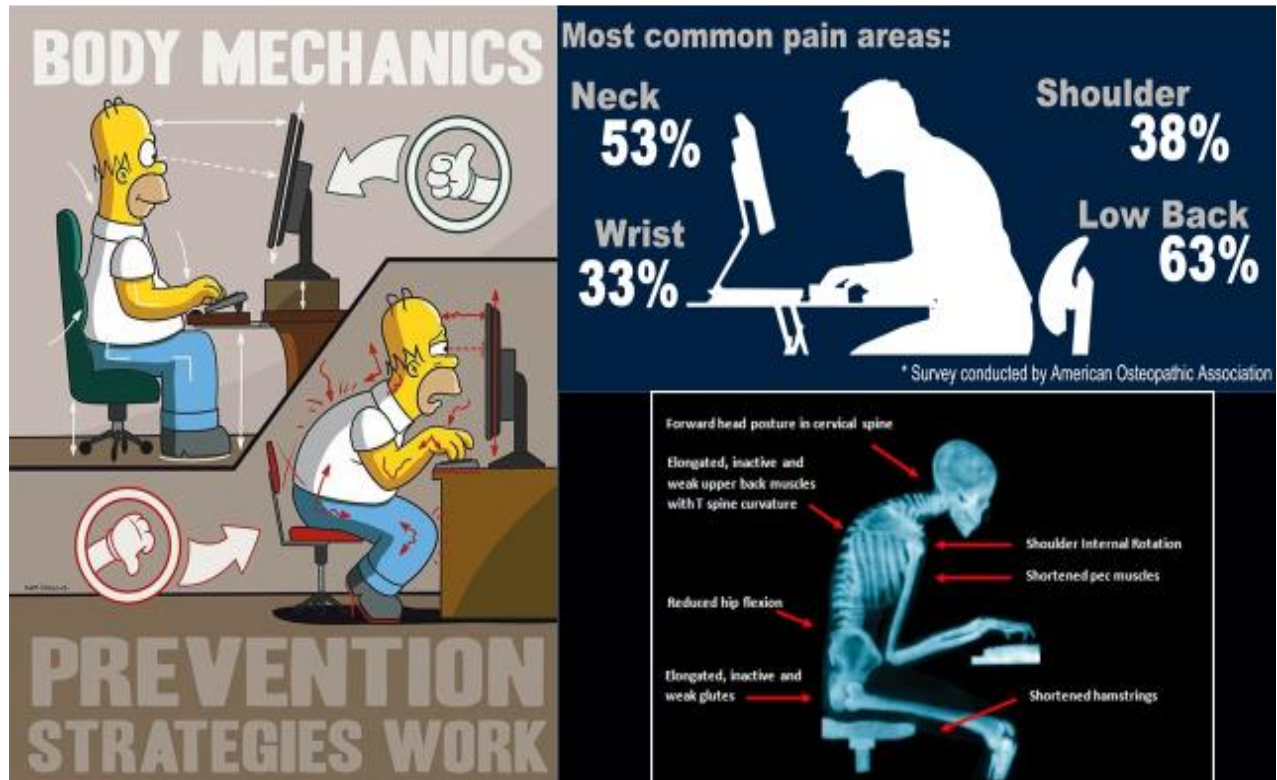


Never write down passwords  
Never have common passwords across sites  
Never use common words as passwords  
Never use personal details as passwords





# Body Posture



# How to search easily

Use the tabs

Start Simple and  
Take Advantage of  
the Search Tool

Use unique, specific  
terms

Use More than One  
Search Tools

Use Both the  
Advanced and the  
Simple Modes

Maximize  
AutoComplete

Customize your  
searches

Use browser history

Use 1. 5 – 7 key  
words

Set a time limit —  
then change tactics

Use the Directories  
in Search

Use the MetaSearch  
Tools and Natural  
Language Tools

Keep Wading to a  
Minimum: Size of  
the Search Tool  
Does Not Matter

Use Find or Ctrl-F to  
Help Navigate  
Search Results

Use the minus operator (-) to narrow the search

Use quotation marks for exact phrases

Don't use punctuation

Use a colon to search specific sites

Drop the suffixes

Customize your searches

Search a price range for an item (Use two periods (..) between two prices)

Use an asterisk if you don't know the word

Use Capitalization When Appropriate or to Refine a Search

# Social Media



- × Contact information
- × Pictures you don't want everyone to see
- × Information about your school or work
- × Your travel plan
- × New purchases
- × Friends in 'unglam' shots
- × Chain status updates



- × Assume any communication is private
- × Add friends you don't really know
- × Disable privacy on your accounts
- × Comment on every post
- × Tag people in irrelevant posts
- × Send random application/game invites

Do not share your personal information or valuable information. It may be saved in the server and can be hacked.

Do not respond to unknown users; block them.

Make sure that you are not clicking on unknown links or images. These can hack your data on your phone

Don't join every group that you are invited or added to.

Share settings should be set to "my contacts."

Be careful while sharing any information in WhatsApp groups.

# Safe Gaming

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Keep a clean machine

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Have effective and updated -antivirus/antispyware software

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Make your password Strong

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Play only with authorized versions of games

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Protect your personal information

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Verify the authenticity and security of downloaded games

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Protect your identity

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keep the game software up to date

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Don't download without parental permission

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Be a good digital citizen

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Speak up

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Report cyberbullies

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Put a time limit for game playing

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When in doubt, throw it out

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Think before you act

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Hit the mute button

---

Block the player

---

Check the rating

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Keep the computer out in the open

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Be web-wise

# YouTube

Always switch on the "Safe Settings" Mode

Know what type of content to film and upload

Remember "The Grandma Rule"

Use YouTube's privacy features

Set up a family account

Turn on Safety mode

Choose carefully

Avoid the Tube

Upload with extreme caution

Post in private

Kill comments

# Downloads

Avoid Automatic Downloads

Stick to Software from Trusted Sources

If Possible, Download Directly from the Software's Official Site

Use Your Antivirus Software to Check Potential Downloads

Check File Specs for Authenticity

Don't Download Pirated Apps

# Internet Addiction



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Understand - You are being played

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Schedule and stick

---

Check with purpose

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Respond offline

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Alter your settings

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Delete extra people from your friend list

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Be a tough editor

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Decide what is acceptable in your home

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Check the ratings of the game before you buy it

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Pick games that require the player to come up with strategies, and make decisions

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Look for games involving multiple players to improve group activity

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Restrict Online time

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Block pornography sites

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Pursue other hobbies

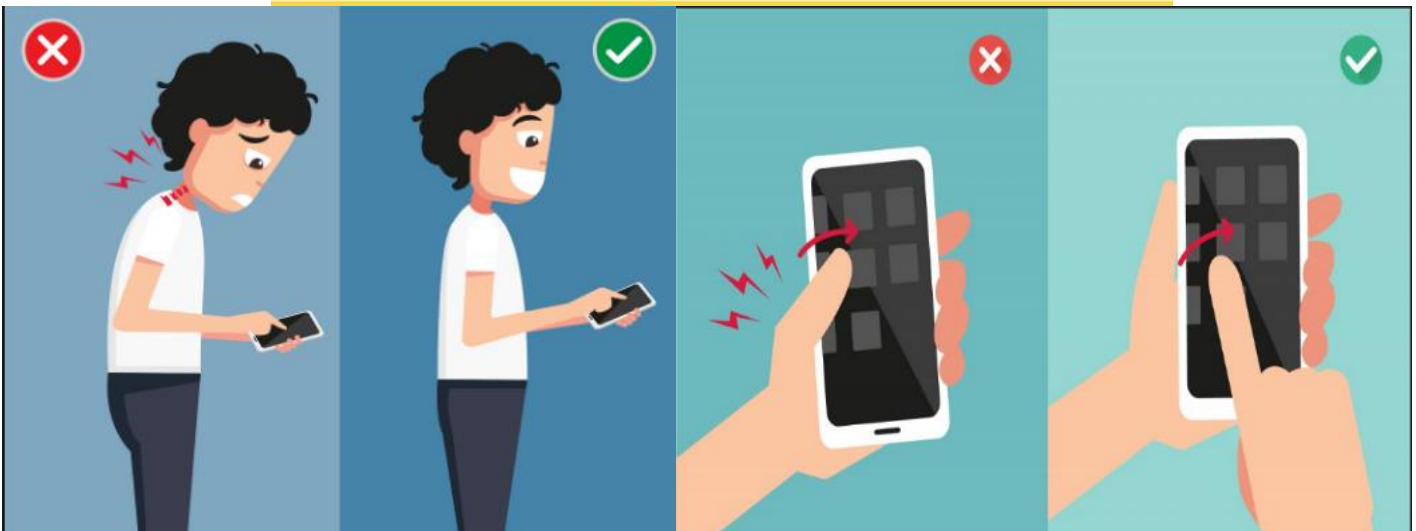
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Enlist help from family & friends

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# Mobile Phone





**Don't look things up on your phone while you are talking with someone on that same phone**



**When you're on the job/study, keep your phone away**



**Don't use your phone when having a meal with someone**



**Avoid texting or talking on your phone when you are having a face-to-face conversation**



**Use a normal tone of voice while speaking on your cell**



**Don't commit phubbing**



**Don't answer your phone in the movie theatre**



**When you are in public places, keep your distance**



**Don't use your speaker phone in public**



Step 1: Open the web site \_ say, <http://gmail.google.com>

Step 2: Enter all the required information in the "Create an Account" online form

Step 3: Choose a login name or username for your email address

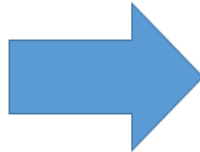
Step 4: Choosing a password for your email

Step 5: Protecting your Gmail account with a security question

Step 6: Word Verification. You need to enter the characters that you see in the picture above the field in your form

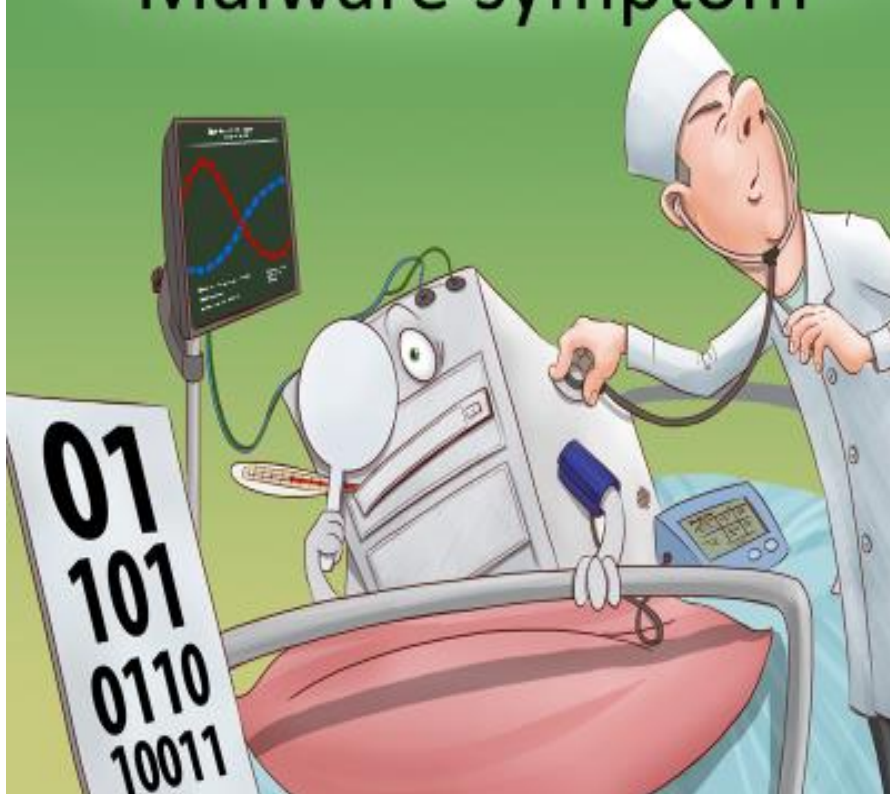
# PHISHING

- ↓ The message contains a mismatched URL
- ↓ URLs contain a misleading domain name
- ↓ The message contains poor spelling and grammar
- ↓ The message asks for personal information
- ↓ The offer seems too good to be true
- ↓ You didn't initiate the action
- ↓ You're asked to send money to cover expenses
- ↓ The message makes unrealistic threats



- ↑ Learn to Identify Suspected Phishing Emails
- ↑ Check the Source of Information From Incoming Mail
- ↑ Never Go to Your Bank's Website by Clicking on Links Included in Emails
- ↑ Enhance the Security of Your Computer
- ↑ Enter Your Sensitive Data in Secure Websites Only
- ↑ Periodically Check Your Accounts and Change Password
- ↑ Have the Slightest Doubt, Do Not Risk It
- ↑ Enable Two Factor Authentication for your Bank Accounts, Emails, etc.

## Malware symptom



- ☒ Increased CPU usage
- ☒ Slow computer or web browser speeds
- ☒ Problem connecting to networks
- ☒ Freezing or crashing
- ☒ Modified or deleted files
- ☒ Appearance of strange files, programs or desktop icons
- ☒ Programs running, turning off or reconfiguring themselves
- ☒ Strange computer behavior
- ☒ Emails/messages being sent automatically





- Using OpenDNS to Block Site Categories or Domains
- Using your Router Software to Block Sites
- Using the Windows Hosts File

#### In Windows Hosts File

```
hosts - Notepad
File Edit Format View Help
# Copyright (c) 1993-2009 Microsoft Corp.
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name,
# the IP address and the host name should be separated by at least one
# space.
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
# For example:
#      102.54.94.97      rhino.acme.com      # source server
#      38.25.63.10      x.acme.com        # x client host
# localhost name resolution is handled within DNS itself.
#      127.0.0.1        localhost
#      ::1              localhost
127.0.0.1 www.youtube.com
127.0.0.1 www.facebook.com
127.0.0.1 www.google.com
```

#### In your Router Software



Never reveal personally identifiable information online

Never share your password with other people (except for your parents)

Never arrange meetings with strangers

Don't believe everything you read or see online

Don't download files or software without your parents' permission

Don't respond to inappropriate messages or emails

Don't post inappropriate content

Don't be bullied into fights

Don't use adult sites

Understand what you put online will be there forever

Don't click on links in unknown text

Download apps only from official app stores