

# Keeping safe on line

This document has been produced following a request from the Hft National Speak Out Group for help with staying safe when using the internet.

Hft Safeguarding Group commissioned a member of Hft National Speak Out Group as a consultant in order to complete the work.



July 2013

# Introduction



Many people now use the internet to keep in touch with friends and family and to play games but it is important to make sure that you are safe when you do this

The internet can be on your phone, your ipad, when you play games as well as on your computer.



This document will help you to know how to stay safe when you use the internet.



If you need help with this document please talk to a member of staff for help.



**Remember!**

**Everything you do on the internet can be seen by other people**

# Tips to stay safe on Social Networking Sites

(for example Facebook, Skype and Twitter are social networking sites)



A social networking site is a way you can be in contact with your family and friends online. You can send messages, share pictures and see what your friends have been doing.

## Protect your password



Your password is the only way for you or anyone else to get to your information.

Keeping your password safe means that only you can get on to your social networking sites.

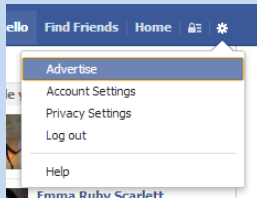


Change your passwords often and use ones that other people won't guess.

For example, don't use your birthday, home address or phone number.



Use a different password for all sites you use.



If you are using any of these social network sites do remember to 'Log Out' or 'Sign Out' when you have finished, whether you are on your phone, ipad or computer.



If you need to write your passwords down, keep them in a safe place, but not by your computer where others can see them.



If you share a computer always remember to 'log off' before you leave it.

## Double-check your privacy settings



Facebook privacy settings are important but it's not the only website with 'privacy settings'.

Other sites like Skype, YouTube and Twitter have 'privacy settings' that you should double-check as well.

It is good to check the settings often.

Facebook - <https://www.facebook.com/help/325807937506242/>

Twitter - <http://support.twitter.com/articles/14016-about-public-and-protected-tweets>

Skype - <http://www.skype.com/en/security/>

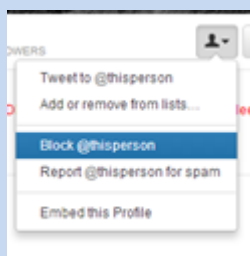
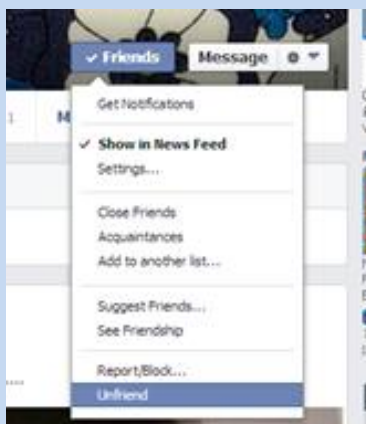
## It's OK to say no

If you don't know someone who sends you a friend request, then they are not a friend and you should say 'no'.

It's alright to 'un-friend', 'un-follow' or 'Block' people if they make you feel unhappy.

It's alright to say 'no' to anyone who asks to be a friend on your site.

Saying 'no' makes sure you are in control of your networking pages.



## Don't click too quick

Sometimes you will see a 'pop up' which you are not expecting, do not click on these.

A 'pop up' may put a virus on your computer or a friend's computer.

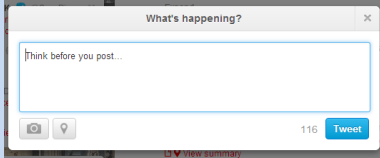
If you click on a link by accident it can give people your personal information that you do not want them to know.

You may also open a site that scares you.

Don't click on links or pictures from people you don't know.

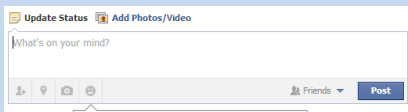


## Think before you send or post

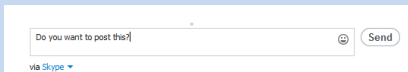


Make sure that you are not posting other people's private information.

If they don't like it, they may do it to you.



Before you press a button to share what you have written, read it again and make sure it is something you want to share with everyone.



When you have posted information or pictures on a site it may stay on the internet even if you take it off or stop your account.

## Protect things that are private



Don't put your home address, your banking information or your phone numbers on your social networking profiles.

Don't share information about yourself that someone else could use to harm you.

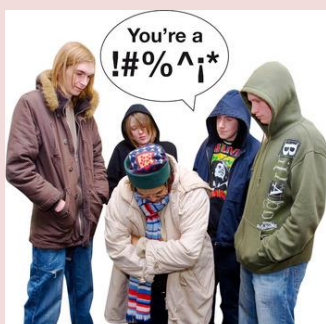
Keep any medical information private, these are not good things to share online.



# Internet Bullying



If someone is being nasty (bullying) to you when you are on the internet **DON'T** reply to them, tell someone trust, family, friend, staff.



If you are being bullied you might find that:

- You are spending a long time on the internet
- You might not want to do the things you usually do
- You may feel poorly
- You may not want to eat
- You might find that you are afraid of lots of things
- You are unhappy
- You are getting cross about things

Talk to somebody, a friend, family or a member of staff.



Cyber bullying is with words or pictures over the internet. It could happen on sites like facebook and YouTube

It could be spreading rumors about a person and telling people not to be friends with you

You may have had a nasty message from someone

Someone may have put a picture of you on the internet that you don't like

If you are getting bullied online you might not know who is doing it



Do not to reply to these things because the person might do it again.

Learn how to 'block the bully' or delete them from your contacts.



Don't forward pictures, messages or insults about a person.

You may think it is a joke, but you could be really upsetting the person involved and even committing a crime.



# Keeping your computer, phone or iPad Safe



When you go on to a website it may have a 'virus' which could damage your computer, phone or iPad

Be careful when you

- see pop ups
- download things – these could be things you have not asked for



Make sure you

- Only buy things from Websites you know are safe – if you are not sure ask someone.
- Check your computer to see it has a programme to keep it safe

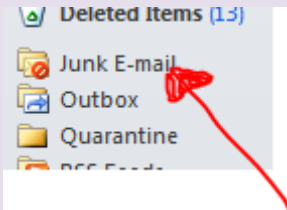
# EMAILS



Sometimes you will get emails from people trying to sell things or emails which have a 'virus' which will break your computer.

Sometimes the email may say you have won something

**DO NOT OPEN ANY OF THESE**

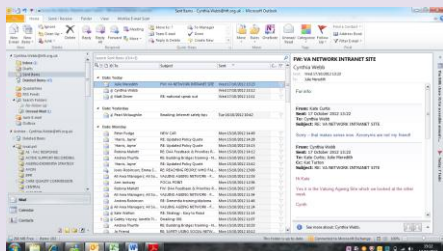


You may have a 'SPAM' or 'JUNK' folder, these are to stop dangerous messages getting to your inbox.

Do not open these



Only open emails from people you know



Remember:

- Always use a good email service that has an automatic 'JUNK' or 'SPAM' filter.
- Only give your email address to people you know
- Delete all emails from people you don't know
- Set your email page to show what is in it without you opening it

This could be called a 'Preview' or 'Reading' Pane.



If you get an email with nasty things in it, tell a member of staff or someone you trust straight away DO NOT REPLY to it!





Remember that it is **not** your fault someone has sent it to you.

# Shopping on line



If you are shopping on line you will need to sign in.

When you have signed in the website should have a padlock symbol this could look like

this  or this 

or on a phone like this

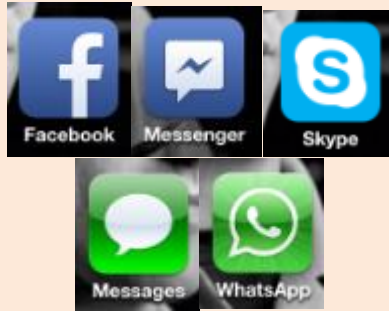


They may also have 'http**s**://' at the beginning of the web address the **S** means that it is safe and secure.

If you are not sure that the shopping site is safe, you can check the list of sites which are safe here

[www.shopsafe.co.uk](http://www.shopsafe.co.uk)

# Meeting people on line

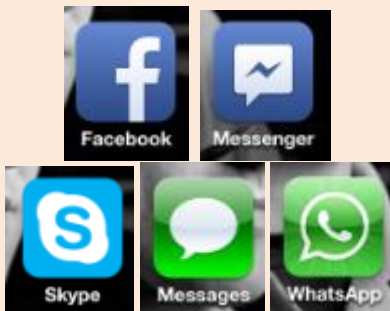


To chat online people sometimes use programmes called 'Instant messaging'

You can chat online if you are on Facebook or Skype and other websites

You can chat online on your phone or ipad using Facebook, Skype and Messages or other apps like 'Whatsapp'

You can also chat online when you are playing games.



'Instant messaging' is between you and your friends or family

It is best only to do this with people you already know



## Chatrooms or Forums

**Chatrooms or forums are websites where people go to chat about something they are interested in like a TV show or a hobby**

**People will ask questions and say things about the subject.**

It is best not to accept a private chat with someone unless you already know them.



Be careful if you use a web-cam.

You never know who might be watching

Always remember to turn the web-cam off when you have finished.



Don't arrange to meet anyone you've met online even if you think you know them

Meeting someone you've only met online can be dangerous as they may have been lying about who they are.



If you do want to meet them make sure you tell someone and take a member of staff with you



# Identity theft

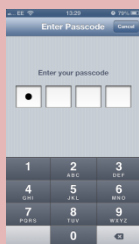


This is when people use your name and information to buy things or commit a crime



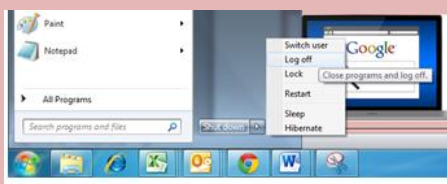
They can do this by

- Looking over your shoulder when you are on the computer
  - So make sure that you don't put any private information on the computer when people are watching you
- Asking you for information in an email or text
  - So don't tell anyone your personal information
  - If you get an email or text asking for information, delete it

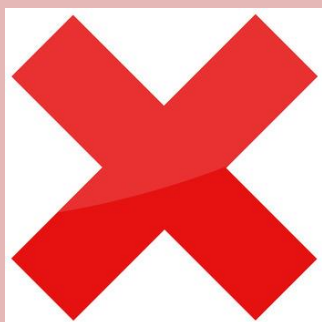


Always use a Password on your computer

or a lock on your phone or iPad so that nobody else can use it when you are away



If you share a computer always remember to 'log off' before you leave it.



Your personal information is

- Your real name
- Your date of birth
- Your home, or email address
- Your home or mobile phone numbers
- A photo of yourself
- Your bank or credit card details

Be careful with this information, you should not share it with people online, in emails or text messages.



If anything like this happens to you please tell someone you trust straight away so they can help you sort it out.

# If you need help ask someone



If you are worried about keeping safe on line you can talk to someone you trust, like your family and friends, staff or key worker