How to stay safe online

Keep your personal information private

Check the websites you enter are secure

Don't accept emails, files, pictures or texts from people you don't know

8 tips for staying safe

ONLINE

Protect your password

Check your privacy settings

Be nice to people online

Be cautious of the strangers you speak to online

If you see something that upsets you, tell someone you trust

Always remember to keep safe online and use the helpful hints and tips for security and privacy.

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How to keep your personal information safe

1 Remember not to give out your personal information on the phone, through E-Mail or on the internet unless you've initiated the contact or know who you're dealing with.

2 Before you dispose of a computer get rid of all the personal information it stores. Use a wipe utility program to overwrite the entire hard drive

3 Think about the Wi-Fi you are connecting to. Before you send personal information over your laptop or smartphone on a public wireless network, see if your information will be protected.

DANGER
Free Wi Fi spot

4 Read Privacy Policies as they tell you how the site maintains accuracy, access, security, and control of the personal information it collects; how it uses the information, and whether it provides information to third parties

5 Think about what you share on Social Media Sites. With anything you post online, it's out there for everyone to see, so be careful with the identifiable information you use in your social media profile and which sites you sign up to.

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How to deal with emails, files, pictures or texts from people you don't know

1 If you think an email might be fraudulent, delete it - don't open it, don't reply to it and don't click on any attachments

2 Think before you click – Cybercriminals do a good job of tricking people into clicking on links supposedly from legitimate organisations. spelling errors, email addresses that don't seem right, and out-of-the blue communications from friends should be treated with utmost caution.

3 Beware of emails that are not personalised. Many phishing emails will start with 'Dear Sir/Madam', because the spammers are sending them out to millions of people. Authentic messages, such as those from your bank, will most often address you by name

4 If an email from someone you know seems unusual, it might be because their account was hacked. If in doubt, contact your friend separately to see if they sent the email

5 Install effective security software and keep all your systems updated regularly. Most email accounts and web browsers will have settings you can adjust to ensure maximum security

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How to check your privacy settings

1 Choose the privacy settings that are right for you. Manage the types of data that is collected, update what you share with friends or make public, and adjust the types of ads that you would like to be showed

2 Choose to have regular reminders sent to help keep your current settings in mind. Many sites regularly modify their privacy setting options, so review them

Reminders   No reminders set
             Add a reminder

Show me as   ⦿ Available   ○ Busy
Privacy   ⦿ Default   ○ Public   ○ Private

3 It is important to remember that when you set your settings to "public," you enable everyone to see the personal information you post

Public

4 There are tools that allow you to wipe the details off sites you have visited, or searches you have made from your computer or device. Look for options that enable you to set your history to delete on a regular basis

Clearing will remove history, cookies, and other browsing data.

Clear History and Data

5 Popular social networking sites and online services generally offer tutorials or "Frequently Asked Questions" about their privacy tools. Review these resources and refer to them if you have a question about how to adjust your settings online

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How to be cautious of the strangers you speak to online

1 Be careful about the information you share, never give out your personal information to strangers under any circumstance. This includes your full name, age, address, and any banking or credit card information

2 Don't agree to meet up with strangers. When you make friends with somebody online, keep in mind that this person is a stranger and that you don't 100% really know who they are

3 Be wary of online scammers. There is a chance that the individual you are talking to may be trying to scam you. Avoid anyone asking for money or anyone who is promising you will make money quickly

4 Avoid online trolls. The word "troll" is an internet term used to describe someone who goes out of their way to harass, bully, or upset others. If you come across these people, block and report them

5 Be careful who you trust online, not everyone is who they say they are. Remember that people you have met online are still strangers, no matter how long you have been talking to them or how friendly they are.

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How to deal with something that upsets you

1 If you see something you don't like, don't click on it. If it pops up when you're watching a video, close it down. If you are sent a nasty message or a challenge online, delete it

DELETE

2 Block and report. If you see upsetting content online, block the user it came from, and report them on the platform you are using. Reporting content will help you stop seeing content like it again

Report User

Block this user

Cancel
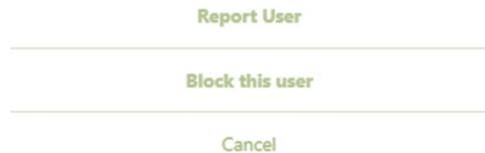
3 Tell someone you trust, talking through something that's distressing you with someone you trust, such as a family member, friend or a career can really help

4 Don't pass it on to others. This is how horrible posts or messages are spread around. If what you've seen makes you feel worried or unhappy don't send it on to others as it will most likely make them feel the same

5 Take a cyber-break. Sometimes taking a break from being online is the best way to deal with feeling better after seeing something that upset you. Staying online could lead up to you seeing even more negative stuff

TIME TO *Log Off*

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How to be nice to people online

1 Spread love not hate – be nice online post a positive message, like a post that is encouraging, or share an inspiring article

2 Don't say anything online you wouldn't say in person. Just as you wouldn't run up to someone on the street and insult them for no reason, there's no need to do so online

3 Don't follow the negative crowed. Just because other people are being cruel or mean, it does NOT give you the excuse to join in

4 Think about what you are posting online. Make sure the content that you are putting out is not hateful or created with the intentions to offend anybody

5 Compliment and support. If you like the content that someone is creating or enjoyed an experience at a particular place, taking two minutes to write a quick message or review will likely encourage them to keep working on what they are doing

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How to protect your password

1 Don't pick a weak password. When you're asked to create a password for a site, avoid simple patterns that are easily guessed. Select something that's 12 characters or longer, using letters, numbers and other symbols

2 Do not use personal information. It's strongly recommended that you don't include any words related to your name, family members names, pets, your address or birthday in your passwords

3 Use different passwords of different accounts. While it's certainly easier to use the same password on multiple sites, doing so can increase your vulnerability as hackers can use that password to access other important accounts of yours

4 Never share your password with anyone. If you have it noted down somewhere, make sure it is in a secure place where you and only you can access it

5 Regularly update your password. Consistently changing your password means that even if someone finds an old, saved password, it will no longer be useful

Current Password:

New password:

Confirm New Password:

Submit

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How to check the websites you enter are secure

1 Look at the URL of the website. If it begins with "https" instead of "http" it means the site is secured using an SSL Certificate. SSL Certificates secure all of your data as it is passed from your browser to the website's server

2 The Website has contact Information. All legitimate companies provide physical addresses, phone numbers, email addresses, and other identifying contact information on their sites

3 Look for their trust seal badge. A trust seal indicates that the website works with a security partner.

4 The website design matches the brand's Style. Fake websites are often thrown together quickly so they can start scamming right away. That means they can contain spelling errors, especially of the brand or product names, and may include poor image quality or video content

5 Check for a website privacy policy. A website's privacy policy should clearly communicate how your data is collected, used, and protected by the website

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