

SOME TIPS ON STAYING CYBER-SAFE

Social Networking

- ⇒ Do not accept 'friend invites' from people you do not know; exercise the same caution you would with a stranger you meet on the street.
- ⇒ Make sure your privacy settings are so that only your friends can view your personal information and photos. If your profile is set to 'public' anybody can view your photos and anything you or your friends write online.
- ⇒ Be sensible about what personal information you include in your profile. Keep it general and exercise great caution in listing details of your home address, mobile number, email address, the school or sports club you attend.
- ⇒ Do not assume just because your profile is 'private' that your conversations are too. If someone hacks into your friends profile, then they will also be able to view all your information.
- ⇒ Make it a rule of thumb not to divulge anything online that you would not be happy to say out loud in a crowded room.
- ⇒ Disable 'anonymous' questions in the settings on sites such as Ask.fm
- ⇒ Learn how to block and report other profiles on sites like Facebook and Twitter.

General cyber-safety

- ⇒ Never give out your passwords – always keep your passwords to yourself
- ⇒ If you are using Instant Messaging, chat rooms or other social networking sites, remember to never give out personal information or photos; instead use a nickname.
- ⇒ Be cyber-savvy and bear in mind that the person you are communicating with may not be who they say they are.
- ⇒ Do not respond to 'flames' (unwanted emails) or open files from people you don't know
- ⇒ Choose your words carefully!!! What you say may come back to haunt you. Remember that what you say can be misunderstood. In emails, texts and websites people cannot see your face or hear your tone and may misunderstand your meaning. You may think it's a joke *they* may not receive it that way even if you know them.