

# SAFEGUARDING

## How to stay safe online



If anything online makes you feel scared or uncomfortable tell your parent, carer, teacher or a member of staff straight away. Don't be afraid that you will get into trouble.



Only talk online to people you know – they may be pretending to be who they say they are.



Do not send nasty messages or bully other people online or by text – you will easily be traced and could be reported and may lose your mobile phone connection or instant messaging/social networking site.



Keep your personal details private.

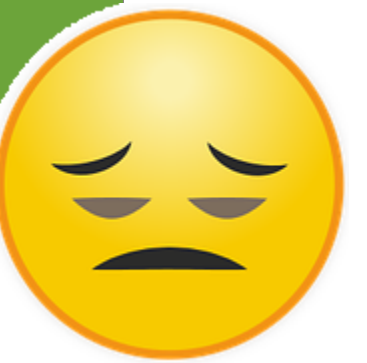
Your name, family details, school/college and clubs are all examples of personal details – they could lead to dangerous people tracing you.



When using instant messaging or social networks make sure that you **set your privacy level to 'friends only'** and only allow people you know onto your page. Block or delete anyone you want to get off your site – they will never know.



If you get a nasty message or get sent anything that makes you feel uncomfortable, do not reply. Show it to a parent, carer, teacher or member of staff.



Keep any friends you have met online, online – never arrange to meet them.



Do not let others know your online password – they may hijack your profile and publish bad things about you



Think about everything you say or publish online. Everything you write and every picture you post will remain there forever even if you update or delete. Be sure you would be happy of your family saw it!



Never click on an attachment unless it is from a trusted friend – it could be a virus.



Reject Bluetooth messages or pairing requests from unknown users and leave your Bluetooth in 'undiscoverable mode' so that you don't receive unwanted messages or photos.

