

Security

Always

1. Delete old accounts

If you've stopped using a social media site or forum, then close your account down. There's no point in leaving personal information out there unnecessarily so don't just deactivate.

2. Keep your anti-virus software up to date

Make sure you have anti-virus software installed on your computer and be careful what you download or install on your computer.

3. Passwords

Use at least ten digits in your password with a combination of capital letters, lowercase letters, numbers and symbols.

4. Guard personal information

Don't post any personal information- your address, email address or mobile number - publicly online.

5. In-App Purchases

Deactivate in-app purchases on your devices to prevent unexpected costs whilst using apps and games.

6. Disable location services

Phone and Text

Malicious Communications Act 1988

Any person that sends a letter, electronic communication or article that is:

- Indecent or grossly offensive; or
- Threatening; or
- Contains information that is, or is known to be false by the sender

shall be guilty of an offence if it causes the recipient distress or anxiety.

**MAXIMUM PENALTY – 6 MONTHS
IMPRISONMENT AND/OR A FINE**

Communications Act 2003

Improper use of public electronic communications network. A person is guilty of an offence if they:
Send by a public electronic communications system a message that is offensive, indecent, obscene or menacing for the purpose of causing annoyance, inconvenience or anxiety to another.

**MAXIMUM PENALTY – 6 MONTHS
IMPRISONMENT AND/OR A FINE**

TIPS

**If you are victim of malicious texts, emails online bullying or anything that causes your distress –
KEEP THE EVIDENCE AND REPORT IT**



Online SAFETY

TIPS FOR YOUNG PEOPLE



Ms A Shakespeare

Designated Safeguarding Lead
ashakespeare@heathside.surrey.sch.uk

**Resources and Assistance
CEOP**

www.ceop.police.uk/safety-centre
www.ceop.police.uk/Ceop-Report

Childline
0800 1111
www.childline.org.uk

NSPCC
0808 800 5000
www.nspcc.org.uk

The Parentzone
www.theparentzone.co.uk

Girling Hughes Associates
www.girlinghughes.com
sharon.girling@girlinghughes.com
girlinghughes
child protection specialists • associates • welfare • education • investigation

Facebook

Hints and tips for Facebook users

1. Do not place your personal information on your Facebook profile.
2. Be careful when posting photographs of you and your family on Facebook.
3. Use an image of an object as your profile picture.
4. Use your first name and an initial as your online ID.
5. Be careful of who you add, remember quality not quantity.
6. Download a copy of your Facebook profile and see what is there.
7. Check to see where you are still logged into Facebook.
8. Check the privacy settings to see who can see your posts.
9. See who can look you up from your email or phone number via Facebook.
10. Un-tag yourself from images and posts.
11. Look at what information third party Apps use about you.
12. Learn about Facebook payments before adding a payment card.
13. Log out of Facebook after using public wi-fi
14. Change your password on a regular basis.

Remember

Your Facebook page may not be as private as you think!

If in doubt report to Facebook

www.facebook.com/settings

Twitter

Hints and tips for Twitter beginners

1. Choose short twitter handle - your handle is included in the 140 characters.
2. Get an avatar – Add this as your profile image – but use something distinctive.
3. Use strong passwords
4. Use login verification.
5. Leave room for retweets – You want people to retweet (RT) what you are saying
6. Be careful of opening links in direct messages – There are lots of spam direct messages
7. Twitter is a public space. If you are happy to have it on a billboard then tweet it
8. Protect your passwords.
9. Block and ignore unwanted tweets from another Twitter user.
10. Always check you are at twitter.com – twitter will not contact you asking for a password.

Remember

Think Before You Tweet!

Your tweets are public unless you make them private

Only Retweet Things You Agree With

It is like you making the comment yourself

support.twitter.com

Instagram

Remember

1. You have to be 13 years of age to have an account.
2. Privacy settings allow you to determine who follows you.
3. Images are screen grabbed and re-circulated, so only post images you are happy to share.
4. Disable the feature where you share the location of where you took the picture.
5. Don't accept friend requests from people you don't know.

help.instagram.com

Snapchat

Remember

1. You have to be 13 years of age to have an account.
2. You can use a setting to only allow friends to send you 'snaps'.
3. You can block a friend from sending pictures to you.
4. Snapchat can be set to let you know your message been opened.
5. It can be set to tell you that the recipient has captured and saved your picture.

www.snapchat.com/safety