



ONLINE SAFETY

Here are a few tips on how to keep safe online...

Make sure that the hardware and software you are using are safe

- Keep security software current
- Automate software updates
- Protect all devices that connect to the Internet
- Plug & scan USBs and other similar media storage devices

Protect Your Personal Information

- Secure your accounts via passwords and other security functions and settings
- Make passwords long and strong by combining numbers and letter
- For each unique account have a unique password
- Write down your passwords and keep it safe (not on your computer!)
- Own your online presence – use privacy setting when available. It's ok to limit who you share information with.
- Don't post information online that you wouldn't want strangers seeing / knowing.

Connect With Care

- When in doubt, throw it out... Don't click on any suspicious emails, links, tweets etc.

- Limit the type of business you conduct whilst using WiFi hotspots and adjust the security settings on your device to limit who can access your machine.
- When banking and shopping, check to be sure the sites is security enabled. Make sure you use trusted sites.

Be Web Wise

- Stay current. Keep pace with new ways to stay safe online.
- Think before you act. Reflect and be mindful of what you are doing online.
- Back up your valuable work, music, photos, and other digital information.
- Practicing good online habits benefits the global digital community. Post only about others as you would like them to post about you.
- Make the Internet a safe and pleasant place to be. Don't treat other people differently than how you would treat them in the offline world.

You can also visit these sites for online safety tips and guidelines:

<https://www.getsafeonline.org/>

<http://www.safetynetkids.org.uk/>

<http://www.saferinternet.org/>