

learning skills partnership
your partners in learning

Staying Safe Online

Internet Safety Booklet

☎ 01482 338844
🌐 www.learningskillspartnership.com

🐦 @LSP_Skills
✉ info@learningskillspartnership.com



Staying Safe Online

With the increasing use of the internet and technology it has become important that individuals have the appropriate knowledge and skills to be able to keep themselves safe online.

Every minute we are creating more data about ourselves online.

- Twitter users send 456,000 tweets
- Google conducts 3,607,080 searches
- Wikipedia users publish 600 new page edits
- Instagram users post 46,740 photos
- Snapchat users share 527,760 photos

We have created this booklet to help individuals of any age to understand the hidden dangers and risks of the internet and consider how consent works in an online context.

This essential knowledge will ensure that you are aware how to ensure your data is secure and allow you to protect yourself online.

Main rules for staying safe online:

- Don't give out any personal information including your password, address or telephone number.
- Don't send pictures of yourself to someone that you wouldn't want to be shared online.
- Don't open emails or attachments from someone you don't know.
- Never arrange to meet someone who you have met online.
- If you have a problem with something you have seen or read online, tell someone.
- Don't make friends with people online if you don't know them.
- If you would not give your consent in person then don't give it online either.

Protecting Your Identity



Use secure passwords

A strong password should be more than eight characters in length, and contain both capital letters and at least one numeric or other non alphabetical character.



Be cautious when sharing personal information

Don't give out any information on the phone or over the internet unless you've initiated the contact.



Check your privacy settings

Be sure to check your personal settings regularly and make adjustments as needed. Not all content uploaded is hidden from other users.



Know who your friends are

Do not accept any random friend requests. Keep your personal profile private, only giving your real friends access to view your content.



Don't forget to sign out of your personal accounts.



Don't believe everything you read online.



Don't open emails from people you don't know.



Be mindful of your reputation online.

Email Safety

Email is a great communication tool for both individuals and businesses. However, it is sometimes used to send unwanted content and possibly harm computers and the user. This can include Spam (junk email), Phishing and Viruses.



Spam

Unwanted bulk messages, especially advertising.



Phishing

The act of attempting to acquire sensitive information.



Viruses

Programs that may be harmful to your computer.

Spot Spam Emails The main warning signs

- You don't know the sender
- Contains spelling errors
- Contains a virus warning
- Offer is too good to be true
- Contains attachments (exe. file)

Spot Phishing Emails Characteristics

- Not a trusted email address
- Does not use your proper name
- A sense of urgency to act
- Personal information request
- The email wasn't expected

Spot Virus Emails What to look out for

- Links to a third party website
- Contains attachments
- Unknown senders
- Must be a legitimate email address
- Spelling and grammar errors

Email Golden Rules

If you receive an email from someone you don't know, delete it straight away!

- If it is a virus your computer might get damaged, costing you money.
- If it is spam, you may get ripped off.
- Attachments may contain viruses or content you don't want to see.

To avoid unwanted emails make sure to use security systems such as McAfee to check against lists of known spam emails. You should also choose a known email account to sign up to such as Gmail and Hotmail which will include spam filtering options.

Online Consent

When we are online we must ensure how our actions can impact ourselves and others. We should always make sure that we have consent from others before posting or sharing something online etc..

Content is specific permission for something to happen or an agreement to do something.

Online consent can be seen differently to offline consent. We may be more likely to give consent online as it could give us a better experience by clicking agree. Sharing our photos and experiences online is also fun to gain likes and comments, however this might be something you wouldn't usually share with people offline. Without realising we all may have different expectations and online behaviours compared to being offline.

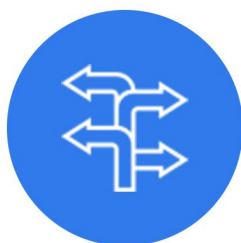
Top tips for online consent:



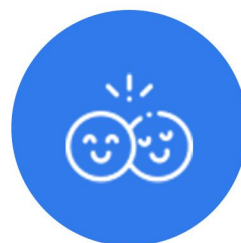
If you would not give consent in person then don't give it online either. Photos and comments can spread much quicker in the online world.



Discuss with your relatives and friends about what they are happy with you to share about them online.



Only use websites online that give you choices about your consent and make sure to read any conditions before clicking agree.



Consider everyone's feelings before doing anything online. Consent is also needed from strangers, not just people you know offline.

Find out more:

www.learningskillspartnership.com

or call **01482 338844**

16 Waterside Business Park

Livingstone Road


Hessle

HU13 0EG

 **@LSP_Skills**

 **info@learningskillspartnership.com**

 **LearningSkillsPartnershipUK**

 **Learning Skills Partnership**