

## ONLINE SAFETY

### BE SMART! BE RESPECTFUL! BE SECURE!

The internet is a real life place with real life dangers. Be smart and take steps to keep yourself safe online.

#### Be Smart!

Everything you post online stays online forever! It can be copied, saved, and distributed by anyone. Think, before you post images or words you might regret!

#### Be Respectful

When online, people sometimes forget that they are communicating with other people, not with their computer screen. They might say or do things online they would never say or do in person. These people are called Cyber-Bullies.

Remember to treat others online as you would want to be treated. Don't say or do anything that you wouldn't say or do to someone face-to-face. Be kind, courteous, and respectful to others. Cyber-Bullying is serious and a crime in many states.

#### Be Secure!

The online world is not a game. It is real life. Keeping your personal and financial information safe is important. Here are a few tips on how to keep your information safe online:

- ✗ If it isn't required, don't fill in all the information.
- ✗ Keep your passwords and other information on e-mail, social networking sites, and other accounts secret from even your best friend. Change your passwords periodically.
- ✗ Pick a password that has numbers and letters, upper and lower capitalization, and has more than seven characters.
- ✗ Make sure your connection is secure before logging in.
- ✗ Check the URL (www. Address) of the website you are logging into. Don't trust the appearance of the site itself.
- ✗ If you get an e-mail about something important, research the e-mail and make sure it isn't a scam. Don't use the e-mail's links or download information from your e-mail.
- ✗ Use up-to-date Anti-Virus software, and do regular scans for viruses.

### HAVE YOU OR SOMEONE YOU KNOW...

...ever had money stolen from them online? **Discuss**

...ever posted something or had something posted they would rather not have online? **Discuss**

...ever accidentally or purposefully sent an e-mail or text to someone and hurt their feelings? **Discuss**

Why is it important to be smart, safe and respectful online? **Answer on a separate piece of paper.**

# REVIEW ONLY

# School Datebooks

