

Keeping Safe on the Internet



MacIntyre

Providing support...your way

These guidelines are to help you keep safe on the internet.



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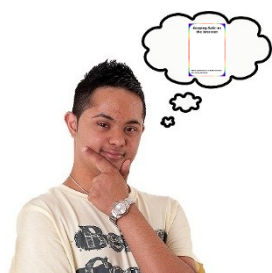
Introduction



These guidelines are to help you keep safe on the internet.



They are good things for you to think about and remember.



You do not have to do all of the things in these guidelines.



If you are not sure about anything in these guidelines you can talk to your staff.



Anti-Virus



Make sure you have anti-virus on your computer.

Anti-virus is something that helps your computer to work well.



Make sure you keep your anti-virus up to date.



Be careful where you download things from.



Only download things from websites that you know are safe.



Remember do not download something you do not want.

And do not pay for anything you do not want.

Emails



Only give your email address to people that you know and have met before.



Only send emails to people or places you know.



Do not tell people your email password.



Do not open emails if you do not know:

- who they are from
- where they are from



Be careful of emails that ask you for your personal details.

Internet Banking



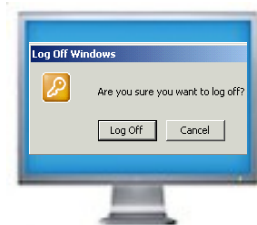
Do not tell anyone your bank details.



Do not tell anyone the password for your internet bank.



Remember to log out from your internet bank account when you are finished.



Be careful if you look at your internet bank account on computers that other people use.



Do not tick the "remember password" box for your internet bank website if you share your computer.



Emails and Internet Banking



Most emails that say they are from the bank are not real.



Most of the time your bank will write you a letter or telephone you if they need to speak to you.



If you get an email from the bank that you are not sure about you can telephone the bank to check with them.



Do not use emails to get into your online bank.



Always use the official bank website to use your online bank.



Downloading Music



When you download music use official websites.



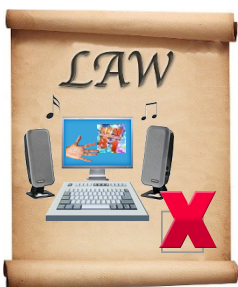
On most official websites you will have to pay for music you download.



There are some websites where you can download music and not pay for it.



Most of the time downloading music from websites like this is against the law.





If you download music from illegal websites



- you might get a fine

A fine is money you have to pay when you have done something wrong.



- you might have to go to court



- you might not be able to use the internet anymore



- you might get a computer virus



Your staff can help you to understand where you can download music from.

Shopping Online



Shop on websites for shops that you know.

Check that you are on the right website for the shop that you want.

Your staff can help with this.



Try to pay for things you buy on the internet using

- A bank card
- PayPal



Try not to pay for things you buy on the internet with money or cheques.



Do not tell anyone the password for your internet shopping accounts.

Using Facebook



You do not have to use Facebook because other people tell you to.



If you do not want to just say "no".



Lots of people can see the things you put on Facebook.



Think about the things you put on Facebook.

Do you want everyone to see them?



Remember - putting things on Facebook is a bit like putting them on a notice board in the street.



Do not tell anyone your Facebook password.



Do not put personal information on your Facebook page



Try to only be friends on Facebook with people you know



Make sure that only your friends can see the things you put on Facebook.

To do this you need to check your privacy settings.



Your staff can help you to understand what privacy settings are and how to change them.



You need to do this every few months because Facebook can change your privacy settings.

Playing Games Online



Try to play games using online websites.



Be careful of games that ask you to download things onto your computer.

Try not to do this.



Do not download any game that you did not want or did not ask for.

Bullying



If someone is being nasty to you on the internet you can

- talk to your staff
- tell people who are in charge of the website you use

- block people so they can't send you messages on the internet.

Your staff can help you do this.

- ignore it



These guidelines were co-produced by Brian May and MacIntyre.



Easy words written by MacIntyre



Pictures provided by Photosymbols



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