

### **Answers to Internet Safety Quiz (in green) and useful tips (in blue)**

Your friend is a keen photographer, and loves sharing photos online. One of his pictures is public though and shows his road name and house number. You're not sure it should be online. What do you do? (Select the best answer)

- 1) Nothing, it's his decision and up to him what he shares. If you are worried about a friend, it's important to talk to them. It could really help.
- 2) Report the photo to the website, without telling your friend, to see if they will remove it. This could upset your friend as they may not be aware of your concerns. Try talking to them in person first.
- 3) Call your friend and suggest that he takes the photo down, it's best not to share any photos on the internet. This is a good starting point, but your friend might need further help with his privacy settings.
- 4) **Talk to your friend about personal information and help him set his privacy settings. Discuss with your friend which kind of photos are OK to put online. Taking control of your privacy so that you know who can see your photos, and protecting your personal information is key.**

#### **Sharing photos and videos online**

**Sharing content online can be a great way to connect with others, and most social networking sites, that allow photo sharing, have tools available to protect the things you post online. These allow you to choose how much you share with others. It's really important to check your privacy settings; do you know who can see your content? We would recommend that you change your settings so that you are only sharing with your friends. Think carefully about the photos you choose to upload online; do they give away a lot of personal information about you (eg a picture of you in your school uniform)? Also keep in mind that photos can easily be copied, changed, shared and used elsewhere, so you need to be certain that your pictures or videos are suitable for the internet. Ask an adult if you're not sure, or need help.**

You notice a profile for your friend on a social networking site. You know that she doesn't use that service, so it must be a fake account. How do you proceed? (Select the best answer)

- 1) **Tell your friend about the account, and ask an adult to help you report it to the site as being fake. Imposter profiles are generally not allowed and should be reported. Support your friend and seek help if you are not sure how to make a report.**
- 2) Tell your friend about the profile and help her to decide who to talk to about it. This is good in the first instance, but the profile needs to be reported and your friend may need help to do so.
- 3) Tell your friend that the profile exists and let her deal with the situation. Your friend may need more support than this, and will be happy if you show that you are willing to help her.
- 4) Become friends with the account to try and find out who has created it. This may allow the fake account holder to see the personal information that you are sharing on the site too. Only become friends with people that you know and trust.

#### **Reporting on social networking sites**

**Social networking sites have rules about the kind of behaviour that is allowed, in order to protect their users. Most social networking sites do not allow users to create fake profiles or pages to imitate real people. These are often called imposter profiles and break the terms of use on these services. Social networking sites should have a reporting feature in place if this happens to you or a friend. All reports are anonymous and should be responded to promptly. If you know who created the profile, and wish to report content that they have posted, it is a good idea to have a**

**conversation with them first and ask them to take down the content. Let them know that what they have done was hurtful or embarrassing so that they think more carefully about their online actions in the future.**

Your friend has commented on a video online, making a joke, but has upset some people by doing so. How can you help to make things right? (Select the best answer)

1) Report your friend directly to the website. At least if the comment is gone, no one will see it anymore. Your friend may feel that you have gone behind their back. Talking to them in person first is the best thing to do.

2) Make another bad joke on the thread, it might lighten the mood! This could make the situation worse by causing further upset. People may not realise that you are joking too!

**3) Talk to your friend and help them see that they have upset people. Help your friend to remove the comment themselves and apologise to the others. Helping your friend to remove the offending content may help to calm things down. Apologising to those that are hurt will also help resolve the situation.**

4) Get involved in the conversation and hope that no one argues with you too. Say that your friend did not mean to upset anyone. Joining in with the conversation may seem argumentative to the others and might not help. It might become upsetting for you too, so remain neutral and help your friend in a different way.

#### **Online communication**

**There are so many ways that you can communicate with your friends online, the list is endless. Remember though that what's funny to one person, may not be funny to others. When you post online, no one can see your body language or read your expressions, so messages are easily confused. Think before you post... would you be happy for your Head teacher or your grandparents to see all of the things you have posted online? It is important to remember that once you post something online it is potentially there forever. This also relates to content that you post about others; what starts out as a joke or gossip can quickly escalate and cause real pain and upset that can't be taken back. Be kind to your friends and consider their feelings when communicating online.**

Your friend has told you about a great website to use for your homework. You have a look and aren't too sure that it's reliable. What do you do? (Select the best answer)

1) Advise your friend not to use the internet for homework. What's wrong with using the library? Books are very useful, but the internet can save you a lot of time by giving you the right information very quickly.

**2) Use several websites to check that information is reliable each time you search online. Remind her to check anything that she is unsure about with an adult too. Using at least 3 websites will help you to evaluate if what you are reading is reliable. Using a range of offline sources can help you too, such as looking in a book or checking with an adult.**

3) Nothing at all. Let her make her own mistakes! Your friend needs to know that the website she's found might not be the best one. It would be a shame to let her use unreliable information.

4) Tell your friend that she needs to look at two websites each time she searches for information. Two sites are better than one, but checking at least three will help you to be really sure.

## Evaluating information online

There are many different websites on the internet, and when you search for information you may be shown hundreds of results to choose from. Anybody can create a website and publish any information they want. Information on the internet isn't always true, even if the website looks reputable and professional. It's important to know the signs of a reliable website. Many websites are published by other people or groups, but may contain information that is out of date, inaccurate, or personal opinion rather than fact. Unreliable websites often have spelling errors or poor graphics or animations. Check your sources by looking at least 3 different websites, looking in reference books, or asking an adult for help.

You receive a friend request from someone that you've heard of, but haven't met before. They're a friend of a friend. Do you accept the request? (Select the best answer)

1)Of course, you're fairly sure that your friend wouldn't be friends with them if they were a stranger. Your friend might not have met that person in real life, they might have accepted a friend request from a stranger.

2)Accept the request and then ask them a few questions to decide if you like them, and want to remain friends. Once you accept a request, that person may be able to see and use your personal information. To stay safe, only be friends online with people that you know and trust in the real world.

3)Ask your friend who they are and if they're nice. If your friend says they're ok, then go ahead and accept the request. You need to be sure that you can trust your online friends. The best way to do this is to only be friends online with people that you know and trust in the real world.

4)**Do not accept the request. Even if your friend has met them, that doesn't mean that you can trust them with your personal information online. Once you accept someone as a friend they are able to see the content that you are sharing. It's important to always remember that not everyone online is reliable and some people may lie about who they are. To stay safe, only be friends online with people that you know and trust in the real world.**

## Accepting friends online

It's important to think very carefully about who you choose to accept, or invite, as a friend on to your social networks. Once you accept someone as a friend they are able to see your content, which could include the personal information that you are sharing. It's important to always remember that not everyone online is reliable and some people may lie about who they are. Remember if someone is aggressive or inappropriate to you online, or makes you feel uncomfortable in any way, most social networking sites have tools to help you block or delete or report that person. Ask an adult if you are not sure where these tools are, or if you need help to use them.

You and your friend have shared your passwords with each other. You notice that your friend isn't doing very well in your multiplayer game and you want to help them improve. How do you do this? (Select the best answer)

1)**Talk to your friend about personal information, and sharing. Create new passwords and share tips with each other about the game instead. It's important to create a new password if you have shared one, even if it was with a friend. Your passwords need to be strong, memorable and are just for you.**

- 2) Reassure your friend that they're doing OK and let them play the game as your character, to help them feel better about themselves. It's kind to support your friend, but they will need to use your password to play the game as you, and a password is personal information that shouldn't be shared.
- 3) Secretly ask the other players in your game to play badly so that your friend feels better. It's more rewarding to win fairly, and because you've done well. Your friend might be upset that you were making it easier for them.
- 4) Log in as your friend and make their score ten times worse. They'll find that so funny! Using someone else's password to log in to their account is not appropriate, especially if you are going to do something that could upset them.

#### **Sharing personal information with others**

**Keep yourself, and your friends, safe by being careful not to give out any personal information when you're chatting or posting online. Personal information includes your full name, your passwords, email addresses, your home address, school name, friends names, and your phone numbers. By sharing a password, someone could log on to your accounts without you knowing, and say or do things that you may not be happy with. Treat your password like your toothbrush... don't share it with anyone! If you have shared a password, then change it for a new and stronger one. A strong password contains letters, capitals, numbers and symbols. Eg the words 'safer internet' could be written as 'SAfer1NTern3T.' Your passwords need to be cryptic, but memorable.**

You receive an email from someone you know, with a picture attached. The photo is of a pupil in your year group doing something embarrassing, and you're sure they don't know it's being sent around to so many people. What should you do? (Select the best answer)

- 1) Delete the email. Your parents share your email password and you'd rather they didn't see the photo. The best thing to do is to tell an adult. If the person in the photo doesn't know that the picture is being sent around, and you're worried about them, they might need your help.
- 2) Upload the photo online so that your friends can see it too! This could be quite upsetting for the person in the photo. Even if you haven't taken the photo yourself, sharing it further could get you into trouble.
- 3) **Tell an adult you trust. You know the person in the picture will find this upsetting, and someone needs to be the first person to help. It's important to stand up for others online. If you know that you would be upset if it was happening to you, try to support those who need your help. They'll really appreciate it.**
- 4) Let the person know that the photo is being sent around. You don't want any further involvement as it's made you feel uncomfortable. Telling your friend is a good first step, however they might not know how to deal with the situation by themselves. Telling an adult too would be even better.

#### **Embarrassing images online**

**An embarrassing image could be of many different things, and the internet never forgets! It's important to remember that once an embarrassing picture has been sent, it could be shared by anyone who sees it, and could be on the internet forever. Think before you press send. If you wouldn't want your parents, grandparents, friends or teachers seeing the image then it's best not to share it with anyone, using any kind of technology. What is funny to you, might not be funny to others, and if you post embarrassing photos or videos of other people online, this can be very upsetting. Things move fast online too and what was meant as a joke can quickly become a**

**cyberbullying situation. Teenagers and adults have even lost their jobs because of what they have put on the internet. If you are sent a photo or video of someone doing something silly, then the best thing to do is tell that person that you have received it, as they might not know that it's being sent around, or ask an adult that you trust for help and they will be able to decide the best thing to do next. The most important thing however, is not to share the content any further.**

Your favourite band has released their new single. You've found it online for £0.99 but your friend has downloaded it for free. What do you do? (Select the best answer)

1) Tell your parents that you've found it for free. If they're happy with that then go ahead and download it. You must check that you are using a legal service. Your parents may not realise that by not paying for your music, you could be breaking the law.

2) Celebrate! Download the free one instead, why pay money when you don't need to? You must check that you are using a legal service. By not paying for your music downloads, you could be breaking the law. Ask an adult to help you if you are unsure where to get your music from.

3) **Let your friend know that downloading songs for free, that are available to buy, is usually against the law. They can also carry computer viruses. Using a legal downloading service, such as iTunes or Google Play, is the right thing to do and will help to keep your devices safe too. Ask an adult to help you if you are unsure where to get your music from.**

4) You've heard that free downloads often have annoying adverts too, so you buy the £0.99 version so there won't be any. You are right to pay for your music. As well as having adverts however, the free downloads could be breaking copyright law. Ask an adult to help you if you are unsure where to get your music from.

#### **Downloading music online**

**If you download something for free, that could have been paid for, then it is likely to be covered by copyright law. Copyright law applies to downloading, sharing and listening to music online - just like the real world of CDs and DVDs. If you download from an illegal site then there could be serious consequences, such as large fines, as it is against the law. Illegal downloading programmes and websites can be a risk to your computer or mobile devices too. You might find that you have downloaded viruses or spyware, or have shared personal computer files with other users without knowing it. Also, some files are deliberately misnamed on file-sharing and peer to peer networks to trick people into downloading them. They might not always be music files either, they may contain upsetting images. Using legal services such as iTunes, Google Play or Spotify, will make sure that none of these risks are present.**

Your friend has been chatting online to someone for a few weeks now and can't believe that they have so much in common. They're thinking of meeting up and are deciding on where to go. What do you tell your friend? (Select the best answer)

1) Tell them they need to bring a friend with them and can't go alone. Meeting up with a stranger, and bringing a friend with you, could put you both in danger. It is not safe to meet up with friends that you only know online because people may lie about who they are. Tell an adult straight away if you have been asked to meet up.

2) **Get them to tell an adult they trust immediately and suggest that they report the online 'friend' to the police. Do not speak to that person again online. Friends that you have made online may not be who they say they are, and meeting up with them could be dangerous. Tell an adult straight**

### away if you have been asked to meet up.

3) You're far too busy at the weekends with your own activities, so you don't have time to get involved. If your friend decides to meet this person, they could be putting themselves in danger. Ensure that your friend tells an adult about the conversation and that they do not meet up.

4) Tell them to meet in a public place so that they can be seen by others. Even meeting in a public place can put you in a dangerous situation. People may not be truthful about who they are online, so you do not know who you are meeting with. Tell an adult straight away if you have been asked to meet up.

### Meeting up with online strangers

**Be very careful about who you trust online. Remember, people you have only met online are still strangers, no matter how long you have been talking to them or how friendly they are. Meeting up with these people is never the right thing to do as you may be putting yourself or your friends in danger. If someone is being inappropriate, or making you feel uncomfortable online, it is important that you save the messages or conversations. An easy way to do this is to use the print screen (PrtScn) button on your keyboard and paste the image into a document, or take a screenshot on your mobile device. Many services have tools that enable you to block and report users who are being abusive. If you have been talking to someone online, and the conversations with that person are making you feel uneasy or you have been asked to meet up, tell an adult you trust immediately. You can also report these incidents to the police ([ceop.police.uk](http://ceop.police.uk)). All reports are taken seriously and a police officer will contact you to advise you on the next steps.**

How can you be a good friend to others on the internet? (Select the best answer)

1) Post embarrassing pictures of them to make them laugh... You'll have such funny memories! Think before you post. This could upset your friends and get you into trouble. Once something is on the internet, it could be there forever.

2) Remember their birthdays and send them a free ecard each year. This is a kind thing to do, but you could do even more by showing others around you how to behave online.

3) Show them how to do their homework quickly, by copying information straight from the internet. Without checking the information that you are copying, you could be using unreliable information. Also, pretending that you have written something when it is really the work of someone else, could be breaking the law.

**4) Respect your friends and peers online and think about other people's feelings. Always behave on the internet in the way that you would like other people to treat you. This internet golden rule will help you, and those around you, to really enjoy your time online!**

### Being a good friend online

Being a good friend online is so important. Think about your friends' feelings when you're on the internet, and the feelings of everyone around you. What's right and wrong in the real world is also right and wrong online, so it is up to all internet users to respect each other and help one another to get the best out of the internet. If you act in the way that you would like to be treated, you will have a much happier time online, as will everybody else.