Helpful advice for staying safe online for **everyone**:

- Have the home PC in a place where all family members can see it

- Go on as a family especially with small children – this way you can restict what they see

- It is extremely important to have uptodate antivirus software if you have Internet access

- There is fake antivirus software on the Internet, be sure about what you are downloading to your computer

- If something on the Internet is too good to be true, then it probably is!

- Keep passwords and pin numbers safe

- Do not respond to emails asking for personal information

- Never give away passwords or pin numbers to website claiming they are doing security checks

- Remember banks <u>never</u> send emails requesting account numbers, passwords, pin numbers and your mother's maiden name

- Restrict your email address to those people you really want to have it

- Have different email accounts for different things, for example open a Hotmail account for when you sign up to something and have to give an email address. Organisations want an email address so that they can send you lots of useless emails, SPAM. They will even share your email address with others.

- Keep business and personal email accounts apart

- Remember, an employee can be dismissed for inappropriate use of a workplace email account. This can include sending jokes!

- Restrict what you say and do on social networking sites such as Facebook. These sites are vunerable to hacking and misuse so you could suffer as a consequence.

- Restrict who can view your social networking. Make it private for friends and family only.

- Do you know who you or your children are chatting to on MSN? – the '15 year old lad' could turn out to be a much older and potentially dangerous adult

- Never leave children alone with MSN and a webcam – this could be a recipe for disaster!

- If a child is withdrawn and secretive about their computer habits they could be a victim of cyber bullying or worse