

# SIMPLE STEPS TO STAY SAFE ONLINE!

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## DON'T POST PERSONAL INFORMATION ONLINE

Don't post personal information such as your home address, email address, name of school or your mobile number online.

### THINK BEFORE POSTING

Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.

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## SETTINGS

Keep your privacy settings as high as possible. Ask an adult or older sibling to help you!

### PASSWORDS

Don't share your password with anyone, this includes your best friend. It may seem like an innocent thing to do, but it is never a good idea. Once someone has your password, there is a lot they can do with your account. The only person who should know any of your passwords are your parents/carers. Also make sure that you have a strong password.

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## STRANGERS

Don't talk to people you don't know in real life online. Even if it is your best friend's older cousin or if they're offering to earn you extra points in a game! - Don't do it!

### FAKE ACCOUNTS

Remember that not everyone online is who they say they are. That is why it is important that we only talk to people who we know in the 'offline' world.

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## THINK BEFORE SENDING

Think carefully about what you say before you post something online. If you post, send or share something which is considered negative, harmful or mean about someone it could be considered cyberbullying!

### RESPECT

Respect other people's views. Even if you don't agree with someone them it doesn't mean you need to be rude. It also doesn't mean that your view is right and theirs is wrong.

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## REPORT

If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

You can also report it to CEOP the button can be found on Maryland's school website! Alternatively, click here <https://www.ceop.police.uk/safety-centre/>