



# Staying Safe Online



We are using easy words and pictures in this accessible information



The Shalom Network



# Acknowledgements

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*Some photos used in this document are from Photosymbols.com and Facebook*

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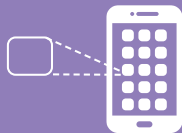
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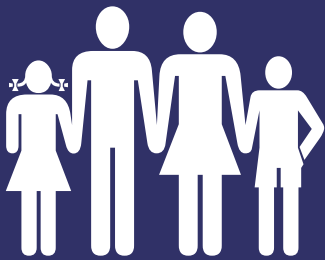
# Personal information



It is important to keep your personal information safe.



Do not share your personal information with everybody.



Only share your personal information with people who need to know like your parents/Carers/very close friends.



Keep your personal information private on social media sites like Facebook, Twitter and Instagram.



# Back up important data

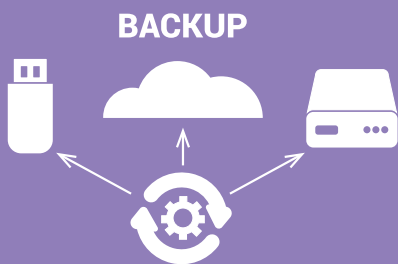


It is important to back up the data (information) on your tablet/iPad/Phone/Laptop computer regularly.



Get it back

This means that if you lose the information you can get it back.



BACKUP

You can also use an external hard drive if you are using a laptop computer.



iCloud

OneDrive

You can have a One Drive account with Microsoft or an iCloud account with Apple products.

This means your data (information) is stored in the Cloud.

# Being safe using passwords

Why can't I get into my computer?

Do you know what your password is?

What is a password?

A password stops people from using your device and keeps it safe.

How do I create a password?

To be safe you need to use a minimum of 8 characters.

Can I use my name and date of birth?

**NO!** It's safer to use a mix of capital letters, numbers and symbols.

**GREAT!** I will pin my password to my fridge so that I can remember.

**NO!** Please keep it somewhere safe where other people can't find it.

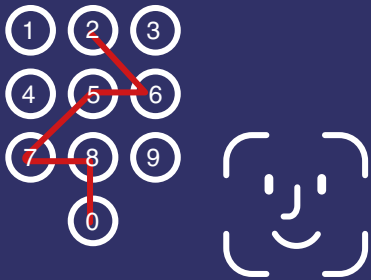
**REMEMBER!**

- Always keep you passwords private and in a safe place.
- Don't tell anyone what your password is.
- To be safe online it's best to create a different password for each of your accounts

# Screen locks



It is important to have a screen lock on your tablet/iPad/ phone/Laptop computer.



A screen lock is a series of numbers or a pattern or face recognition.



This means that no one else can use it because they do not know the passcode.



It helps to keep your tablet/iPad/ Phone/Laptop computer safe.



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# Strong passwords

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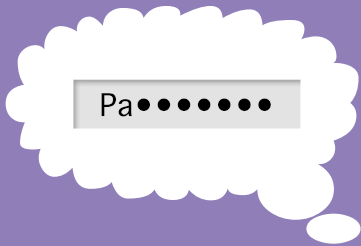
We have to use passwords for lots of things on the internet.



123456 ABCdef

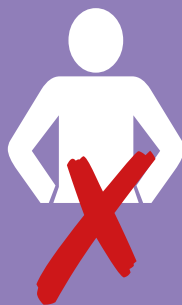
It is important to decide what your passwords are and to keep them private/confidential.

Do not use words or numbers that are easy to guess.



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Choose your passwords carefully and make sure they are something you can remember.



Do not share your passwords with anyone else.

They are private to you.

# Keeping passwords safe



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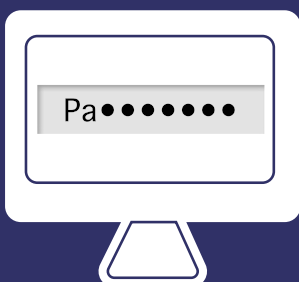
Do not share your passwords with anyone else.



You could keep them written down somewhere safe.



You can store your passwords in your web browser on your device.



You can save them in the password file on your device.

But you will need to remember the main password to get to this file.

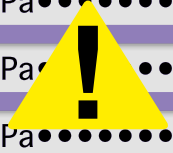
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# Different passwords

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It is important to have a different password for each account.

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A●●1●●●●  
●●●●●●2o●

Important accounts must have different passwords.

123456  
  
ABCdef

Do not use words or numbers that are easy to guess.



Some websites do let you reset your password if you really cannot remember it.

# Safety information

Links and attachments in emails and messages

Click here



Why do we need to be careful about Links and Attachments?

Because criminals could send you a link or an attachment with the aim of stealing your information.

Why would they do that?

Because they want to use your details to steal your money or pretend to be you and cause big problems.

What type of trouble could they cause?

They want to put bad software onto your device so that they can use it later to steal information.

Oh NO! That is not good!

They may also download a virus onto your device which will infect your files and how you can use them.

How can I avoid that happening?

Never open a link attachment from someone you don't know or one you are not expecting.

Ok, How would I know if it is real from someone I know?

Contact them on another number or email address to check if it was really from them.



# Safety information

Links and attachments in emails and messages

What is a virus?

A virus is a bug that can infect your devices operating system and any files you have on there.

Is there any other way I can stop my device getting a virus?

It is wise to have an Anti-virus software like Norton, Bitdefender or McAfee on your device.

What does the Anti-virus software do?

They warn you of potential danger and help stop a virus affecting your operating system.

So, what are the key things to remember?

**REMEMBER!**

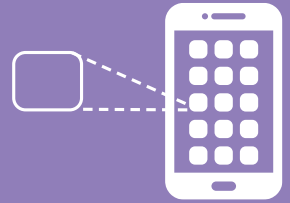
Forward suspicious emails to:  
[report@phishing.gov.uk](mailto:report@phishing.gov.uk)  
and  
Suspicious text messages to  
7726, free of charge.

- Never give away your personal details.
- Never open an unknown attachment or message.
- Never download unknown files or software
- Have an Anti-virus software installed on your device
- Contact the person you know who has sent you the email to check it is real.

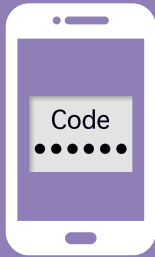


# Two levels of security

Known as two factor authentication



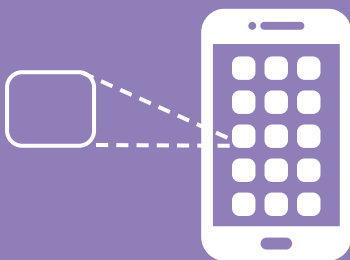
You may be asked for 2 levels of security checks to make sure it is you when you go on the internet or use a website.



Often a code is sent to a different device or phone that you have.



This happens to make sure it is really you who is trying to access that account.

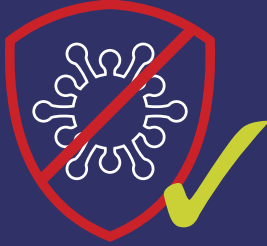


Sometimes you may be asked to download a 2 Factor Authentication app to do this.

Ask support or your family if you need help with this.



# Anti-virus software



Anti-virus software keeps your tablet/iPad/Phone/Laptop safe and clean from nasty bugs that can infect your device.



Some anti-virus software is free and there is other anti-virus software that you can pay a yearly subscription for.



It is important to keep your tablet/iPad/Phone/Laptop safe and clean. So, keep it updated regularly.



Ask your family or support for more advice and help with making sure you have the right protection for your device.

# Update your software



It is important to keep your tablet/iPad/Phone/Laptop computer software updated regularly.



This can be set up to do automatically, this will mean that your device is always working to the best it can do.



You can also update it yourself.



Ask for support and help if you are not sure how to do this.



# Mobile phones

Why do we need to be careful with our mobile phones?

Mobile phones are like mini-computers that fit in your pocket and can easily be lost or stolen.

What can we do to keep our phones safe?

Use the auto lock so that your mobile screen locks when you are not using it.

How can we do that?

Set a tough password to keep strangers out and don't share your password with anyone.

Is it safe to download the Apps on my phone?

Yes, it can be but always check the ratings and the reviews first. Also, be careful of the information the App asks you to share.

Is there anything else I need to know?

Turn off your Bluetooth when you are not using your phone and when you are in a public place.

## REMEMBER!

- Have a strong password on your phone.
- Turn the Bluetooth off when you don't need it.
- Think before you click when using new Apps.
- Always ask for help from someone you trust.

# Unexpected phone calls and texts



Beware of unexpected phone calls or text messages. Sometimes these can be scams.



Only answer a call or respond to a text if you know who is contacting you.



If you do answer a phone call and you do not know who the person is or what they are saying, politely end the call. Then speak to someone you know and trust.



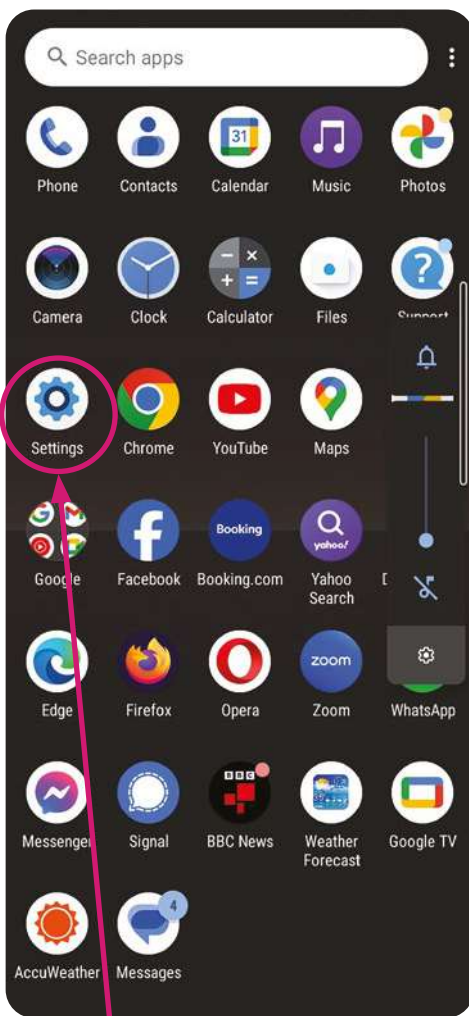
If you do not know the person ringing or sending a message, do not answer and find someone you trust to talk to.



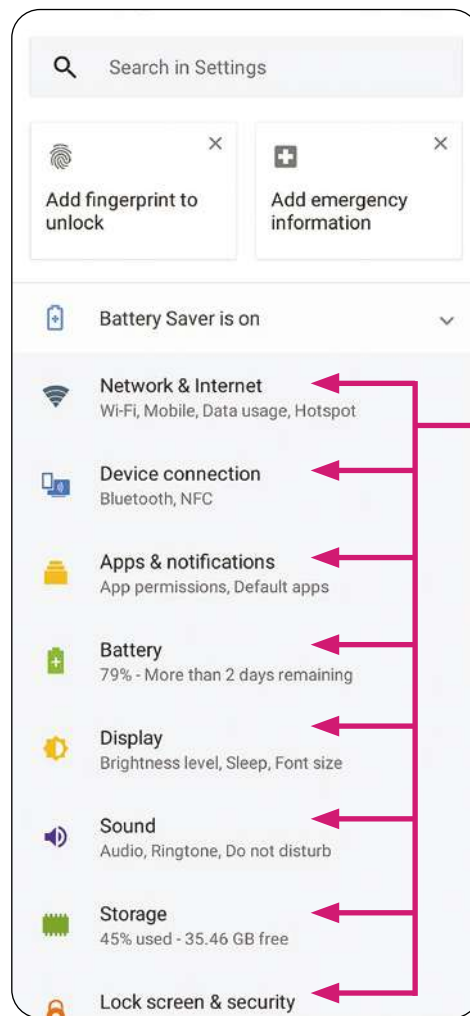
# Android phone security settings



**1** This is the Settings app icon.



**2** Find the Setting app icon on your phone screen.

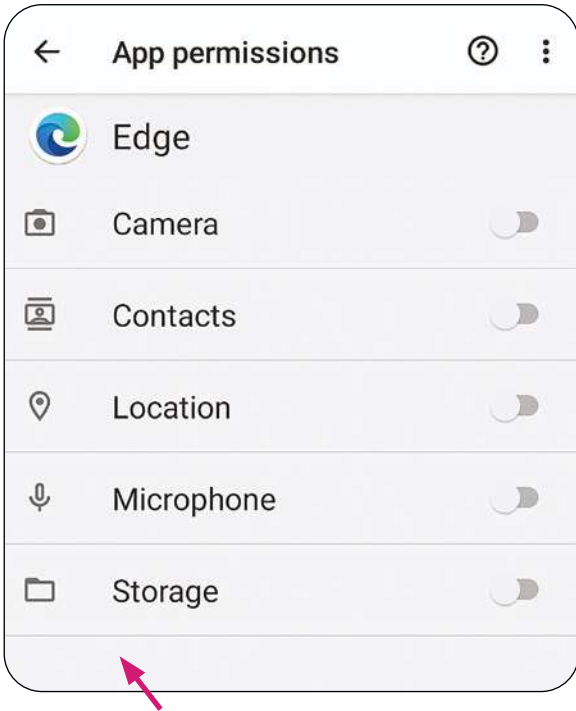


**3** You will find lots of different things in Settings.

**4** Scroll down to find the rest of the options.

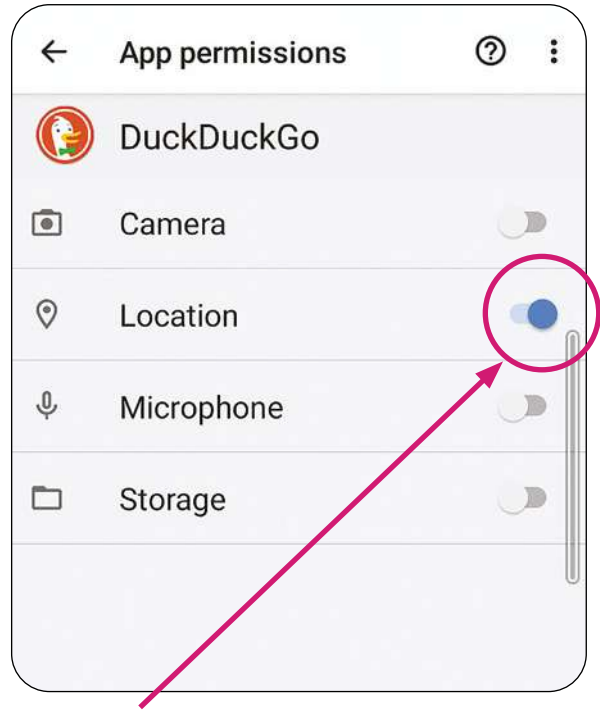
**5** You will need to go through each item to choose the most secure option.

**6** App Permissions. This is where you can give your consent or not for apps to talk to each other.



**7** It is wise to have these turned OFF unless absolutely needed to work another essential app.

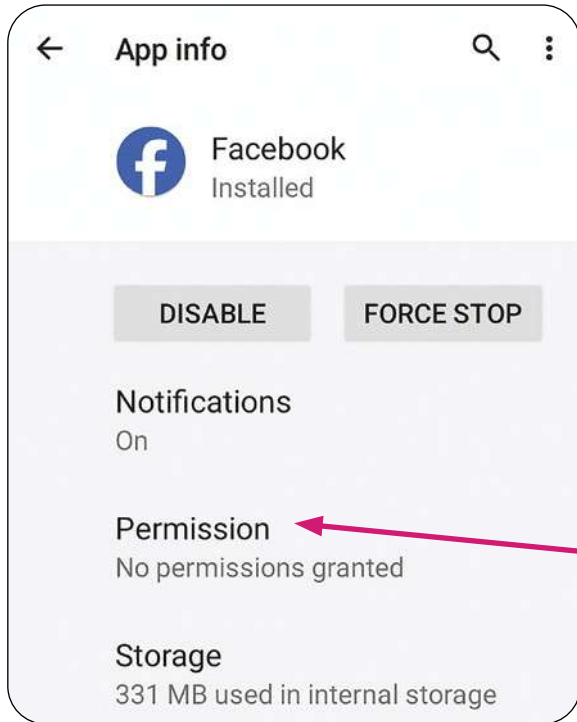
**8** It is wise to limit the amount of access that you give to your location, camera, microphone and contacts etc.



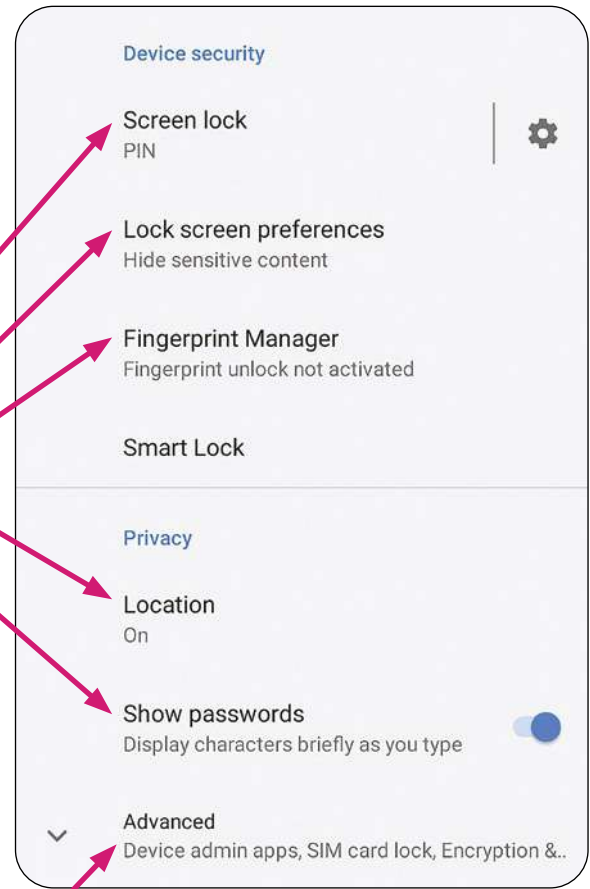
**9** When the setting is turned on it is blue.



**10** Lock Screen and Security. This is where you can give your consent or not for different things to be ON or OFF.



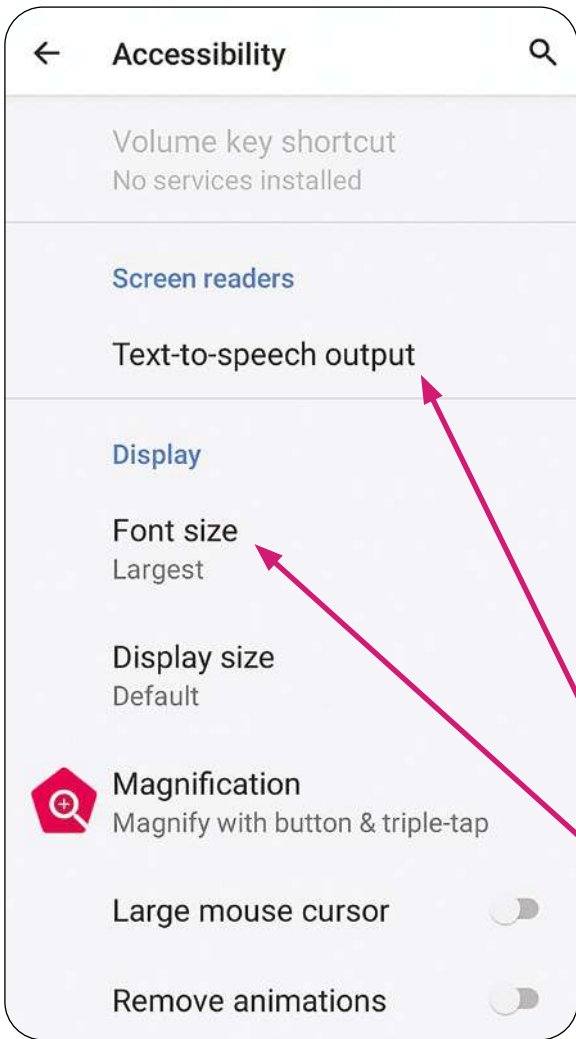
**11** You will need to look at an area one at a time and choose whether they are to be ON or OFF.



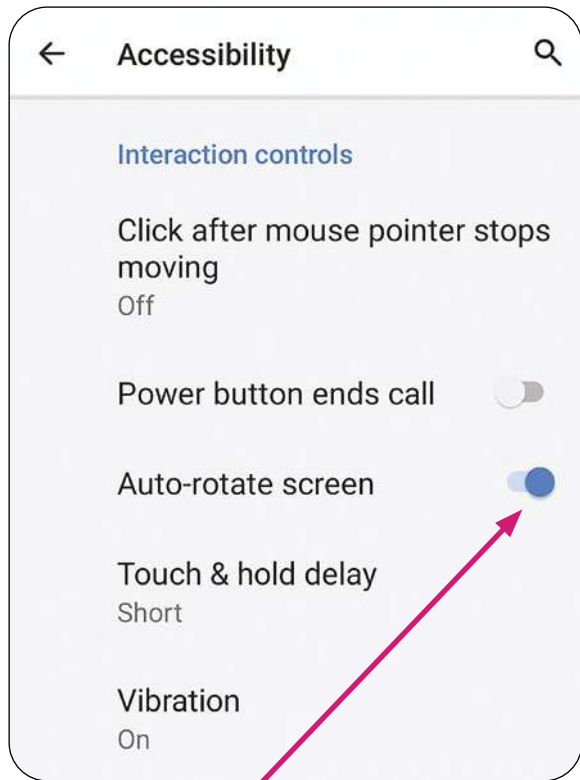
**12** Scroll down for more areas that need to be made secure.

**13** It is wise to have really strong security on your Facebook settings.

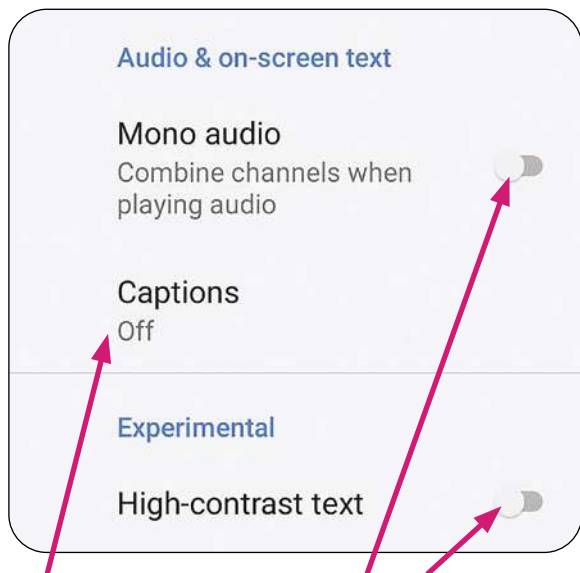




**14** The Accessibility section in the Settings is useful.



**15** You can change things like the size of the words on the screen, and auto rotate the screen – so you can look at it from different positions.



**16** There are other things to decide what you would like OFF or ON to help you use the phone better.



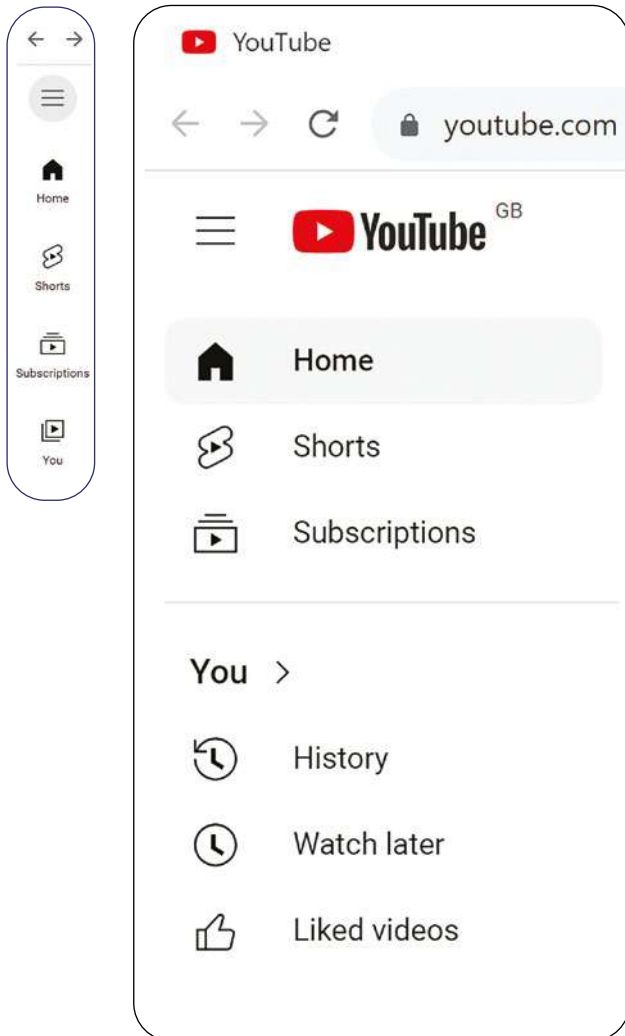
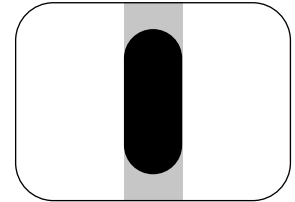
YouTube

# How to use You Tube



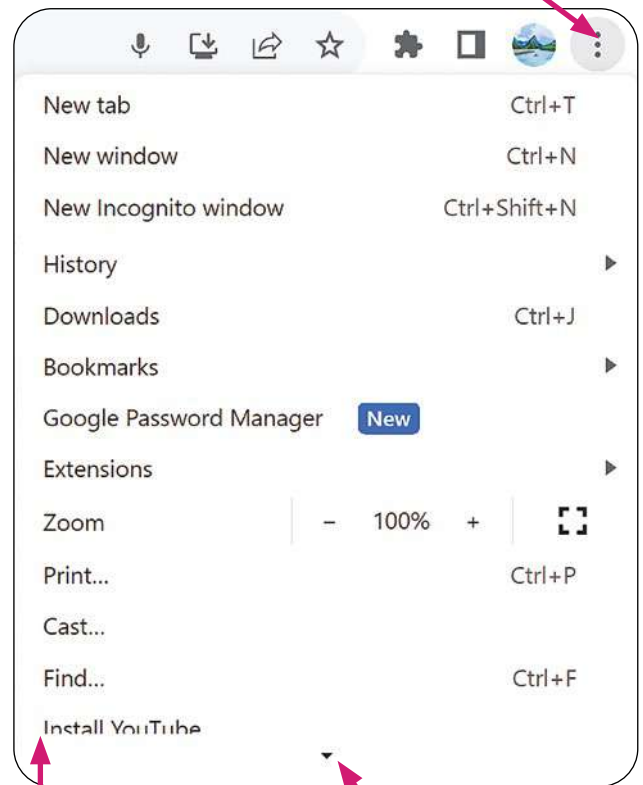
**1** Click on this icon. It will open the You Tube page on the internet. Or, type... **youtube.com** in the internet search bar.

**2** On the right hand side there is a scroll bar.



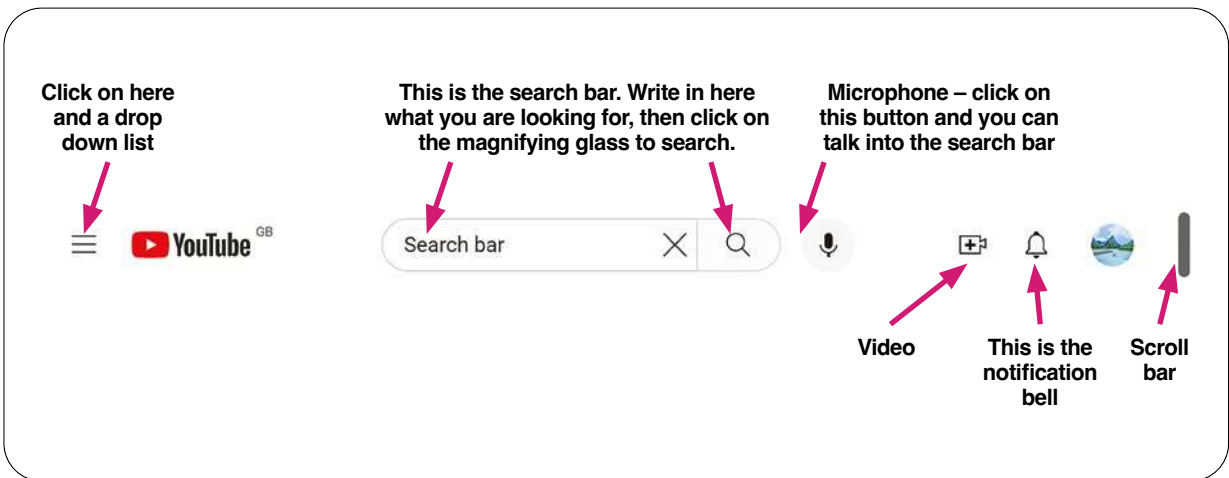
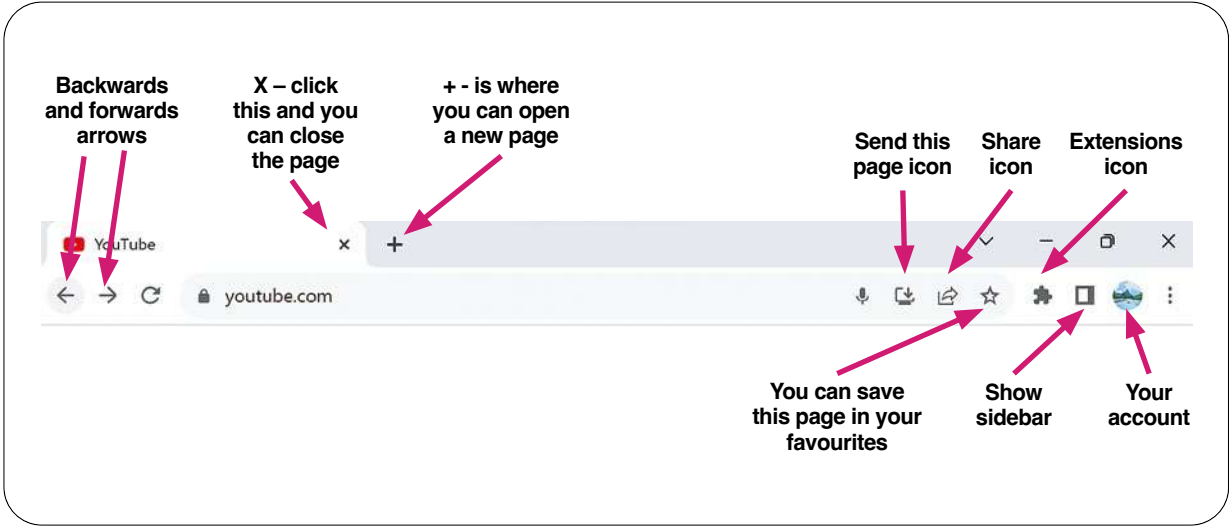
**3** The left hand side of the page is a menu, as in the picture above.

**4** On the right hand side there are 3 dots. Click on the 3 dots.



**5** A drop down box will appear with lots of different options. See the above list.

**6** Click on the down arrow and you will see more options to choose from.





# Spam, scam, junk mail

What is spam?

Unwelcome and unwanted communication. Another word for Spam is a Scam.

Is spam connected to fraud?

Yes, it is. Spam is unwanted messages from people who want to take your money or goods.

Is spam sold in the shops?

You can buy spam meat but that is different. **We are talking about electronic spam on our computer, phone or tablet.**

How do we get spam?

You could receive a text, a phone call or an email from someone asking you for money.

Is spam important?

Spam is junk mail. **It is important to be aware of messages from people who you do not know.**

## REMEMBER!

- It is important to watch out for emails, text messages or phone calls from people who you do not know.
- If you think something does not look or feel right, do not answer the message and find someone you trust to talk to.

# Scams



A scam is a name that describe a dishonest business or scheme that makes money or other goods from people who are unaware of what is happening.

**Fake News?**



It is important to be careful to watch out for Scams.



It is important to watch out for unusual emails, text messages and phone calls.

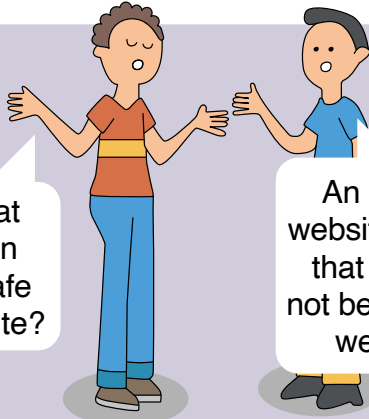


If you think something does not look or feel right, do not answer the message and find someone you trust to talk to.



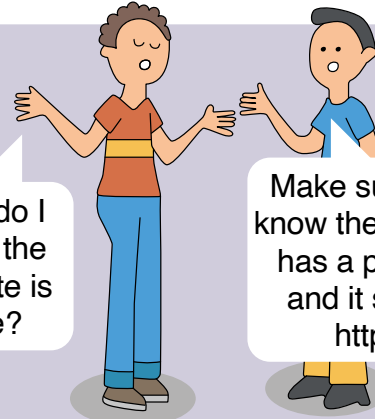
# How can you check if a website is secure?

What is an unsafe website?



An unsafe website means that it might not be a proper website.

How do I know the website is safe?



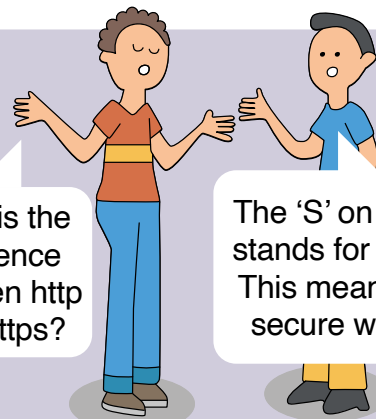
Make sure you know the website has a padlock and it shows https.

What is a padlock?



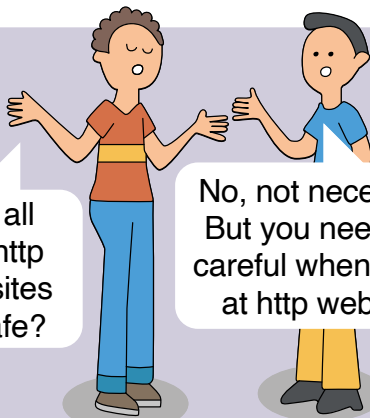
It is a safety icon.

What is the difference between http and https?



The 'S' on the end stands for Secure. This means it is a secure website.

Are all the http websites unsafe?



No, not necessarily. But you need to be careful when looking at http websites.

## REMEMBER!

- Always check the website has a closed padlock on it.
- Always check the web address has a https
- If you are unsure, speak to someone who can help you check it.

# How can I shop online safely?

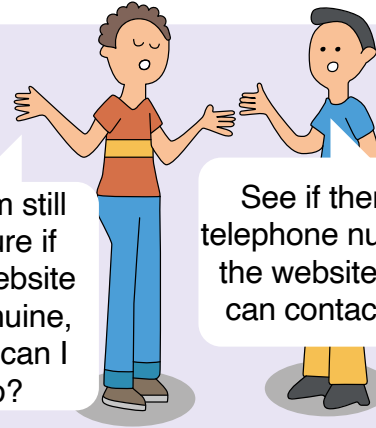


How can I shop online safely?



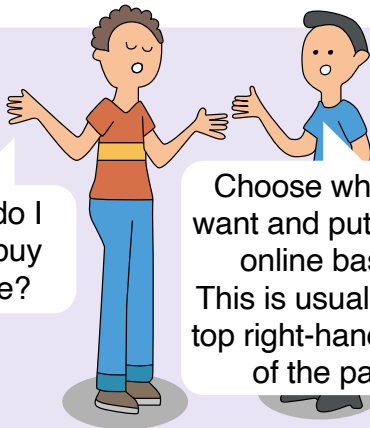
Check that the website is secure. Look for the https on their web address. An unsecure website will start http.

If I am still unsure if the website is genuine, what can I do?



See if there is a telephone number on the website so you can contact them.

How do I then buy online?



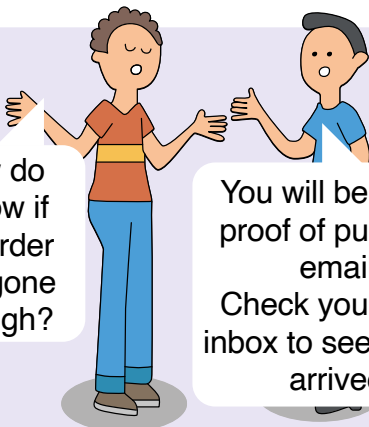
Choose what you want and put it in the online basket. This is usually in the top right-hand corner of the page.

Then what do I do?



Ask someone you trust to check that the site is safe for you to buy from. And... make sure you have enough money to buy the item.

How do I know if the order has gone through?



You will be sent a proof of purchase email. Check your email inbox to see if it has arrived.

## REMEMBER!

- Check that the website has a https closed padlock.
- Check that you know how to shop online before trying to do so.
- Make sure you ask your support or a family member to help you with this if you need it.



# Safe Wifi



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Safe Wifi means that it is protected from anyone using it and it often needs a password to access it.



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You will need the Wifi password to be able to use the Wifi at home or in another house or building.



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Public Wifi is not a safe Wifi because anyone can use it and its not password protected.

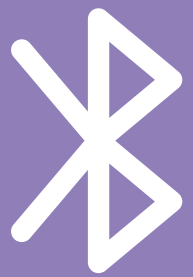


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Be careful and check that you are connecting to a safe Wifi connection.



# Bluetooth connections



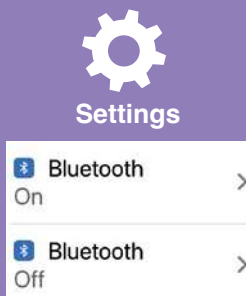
A Bluetooth connection is where one device can talk to another, without a cable.



Bluetooth sends out a signal to the other device.



It is useful to have a Bluetooth connection if you want to use wireless headphones, speakers or a printer.



In settings on your phone, tablet or iPad there is a section where you can turn the Bluetooth on or off.



# What is Facebook?

What is Facebook?

Facebook is a way to connect with friends and family.

Is Facebook safe?

It can be safe, but we need to understand how to keep ourselves safe.

How can we do that?

Don't tell people on Facebook about your personal information.

What do you mean about personal information?

It's things like date of birth, where you live, bank details and information on friends and family.

Can we add photos on Facebook?

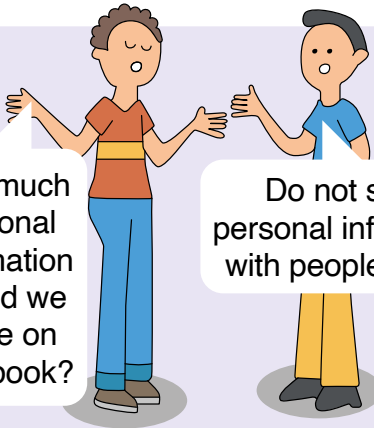
Yes, you can but remember anything you post on Facebook belongs to Facebook.

## REMEMBER!

- Facebook can be safe if you know about the safety rules.
- Ask for help if you need it.
- Never share your personal information.
- Anything you post on Facebook stays on Facebook forever.



# Sharing Personal Information of Facebook




How much personal information should we share on Facebook?

Do not share personal information with people online.

Why should we not give out personal details?

We need to be careful because someone might use our personal information to impersonate us and cause us a lot of problems.

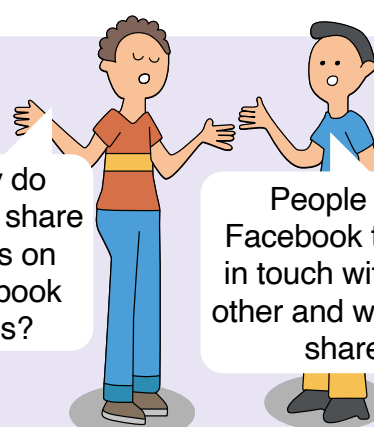


So how can we be careful about what we share online?

Make sure if you are online, that you know the person and that they are genuine and safe.

How can we know if they are genuine and trustworthy?

You can only really know if you already know them in real life.



Why do people share things on Facebook sites?

People use Facebook to keep in touch with each other and what they share.

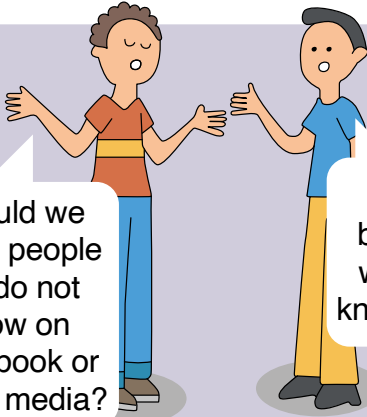
## REMEMBER!

- **Never share your personal information on Facebook or other social media sites.**
- **Check that the people you friend on Facebook are people you already know in person.**



# Should we accept strangers as friends on Facebook?

Should we friend people we do not know on Facebook or social media?



No, because we don't know them.

What do we do when someone we don't know wants to be our friends on Facebook?



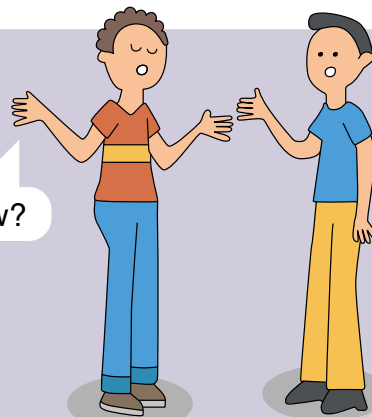
We should NOT accept the friend request.

How do we deal with someone we do not know and they insist on wanting to be our friend?



You can block them.

How?



## REMEMBER!

- You can't trust everyone online.
- It is good to have your friends and family only as Facebook Friends.
- Be careful about what messages you get from unknown people.

### How to block a profile

1. Switch to the profile that you want to use
2. Click your profile picture in the top right of Facebook.
3. Select **Settings and privacy** then click **Settings**.
4. Click **Blocking** in the left menu.
  - In the **Block users** section, enter the name of the profile that you want to block, then click **Block**.
  - Select the specific profile you want to block from the list that appears and click **Block**, then **Block (Profile name)**.
    - If you can't find a profile using this method try going to the profile that you'd like to block and then selecting **Block** from the menu in the bottom right of the cover photo.



# Having a conversation on Facebook



Is it OK to have a conversation with people on Facebook?

Not everyone on Facebook is your friend. So it is wise to speak to family and friends you trust.

Why can't I just speak to anyone on Facebook?

Because you don't know them. They may NOT be who they say they are. This makes you very vulnerable.

Why does this make me vulnerable?

Because you don't know them. What they tell you might not be true.

Is it okay to join a group on Facebook?

Yes, it can be because there are lots of people in the group. The group is monitored by an admin team.

Is a Facebook group chat safe?

Anything you say in the group chat stays there. It is not a place for disagreements.

## REMEMBER!

- Be careful who you talk to on Facebook.
- Do not put yourself into a vulnerable position.
- It is better to be in a group chat.



# Sharing Photographs on Facebook

Can you upload photos to Facebook?

Yes it is OK to upload photos to Facebook.

What pictures are OK to post to Facebook?

It is wise to only post general photos, animals, scenery etc.

Can I post pictures of friends and family?

You will need to have permission from the people in the photos.

Can I take photos off Facebook?

You can remove your photos but a copy is kept by Facebook and you need to remember that the photos still belong to Facebook.

So, you really need to think carefully about what you post on Facebook?

**YES, REMEMBER!**

- That you need to have the persons consent to share their picture.
- It is wise to only share general photos of scenery, animals etc.
- Facebook keep a record of everything you post online.

# How to use Facebook



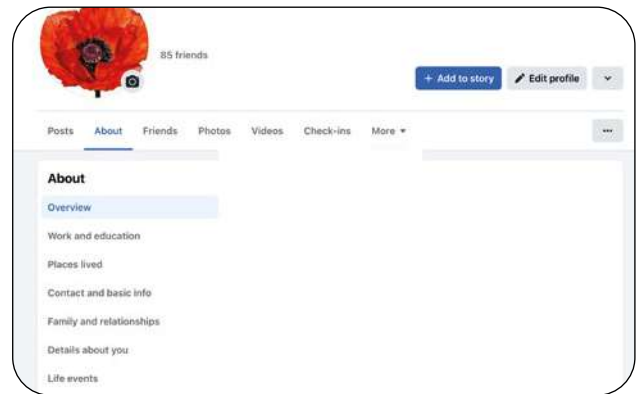
1 This is Facebook's logo.



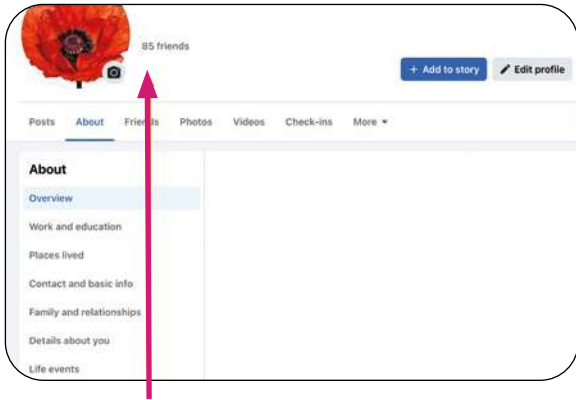
2 Facebook is one of a few different types of social media.



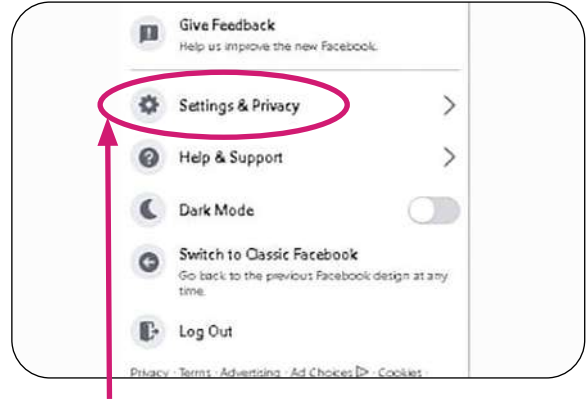
3 To be able to use Facebook you need to first set up an account.



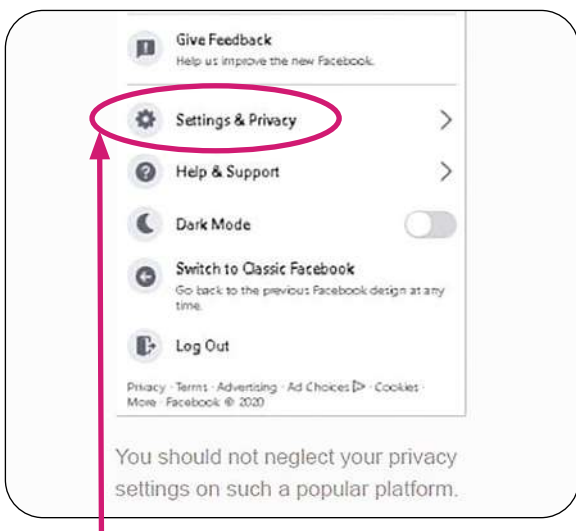
4 This is the Home page on your account. You can have a white or a black background.



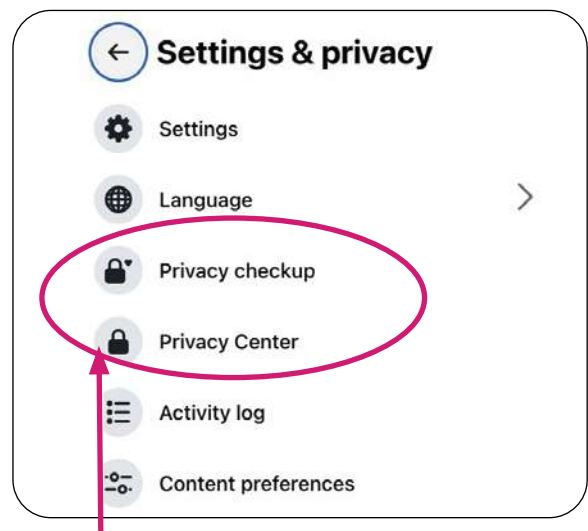
**5** Your Name will be here and also the number of friends you have linked with.



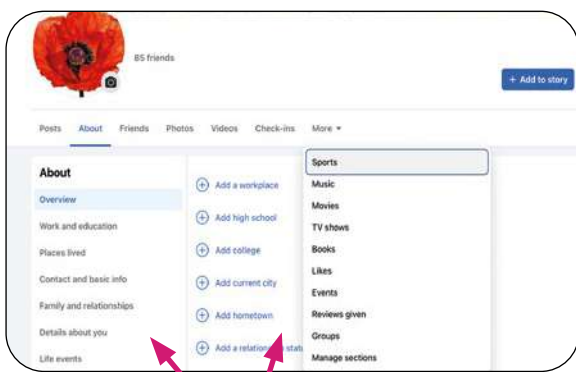
**6** One of the most important things is to make sure your Facebook account stays secure.



**7** To check and change these, click on the 'Settings' options.



**8** Then click on the 'Privacy' options and check and change them as you need to, to make them secure.

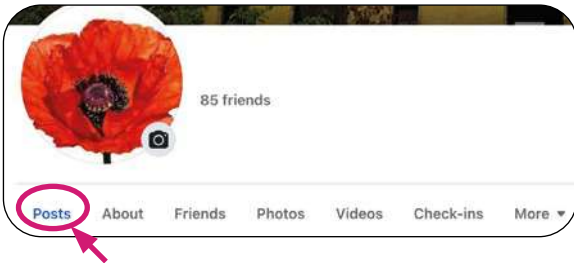


**9** You can personalise your profile. **Be careful not to put private information on it.**

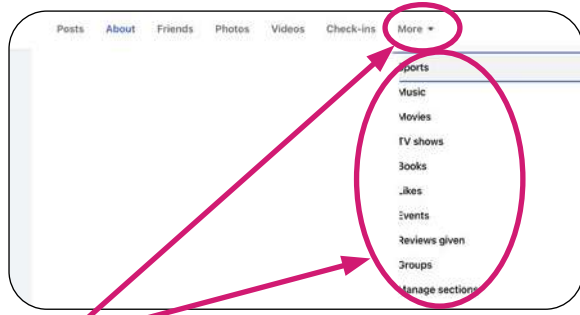


**10** You can upload a photo on your home page.





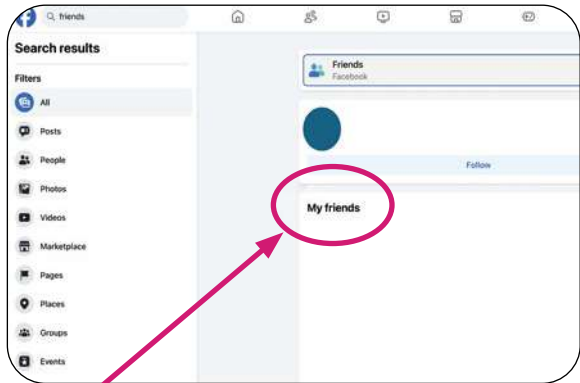
**11** The Facebook timeline shows all your activity on Facebook including photos.



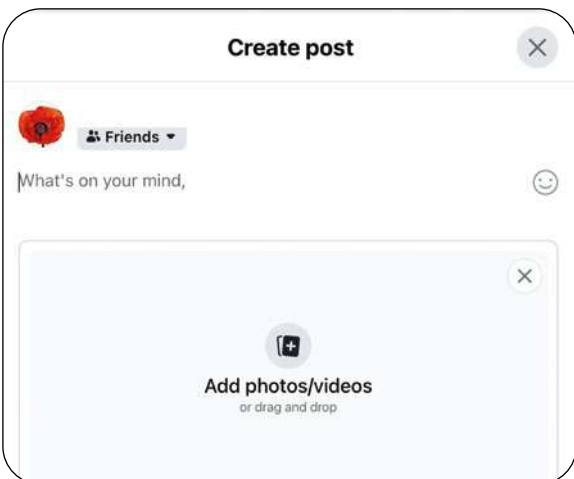
**12** Following other peoples pages: You can follow other pages. Like local activities, celebrities, bands and sport teams.



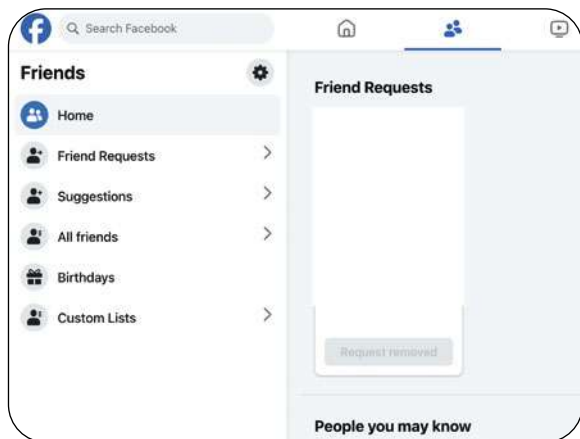
**13** Be careful when following other people's pages. Make sure the pages have been checked to be real.



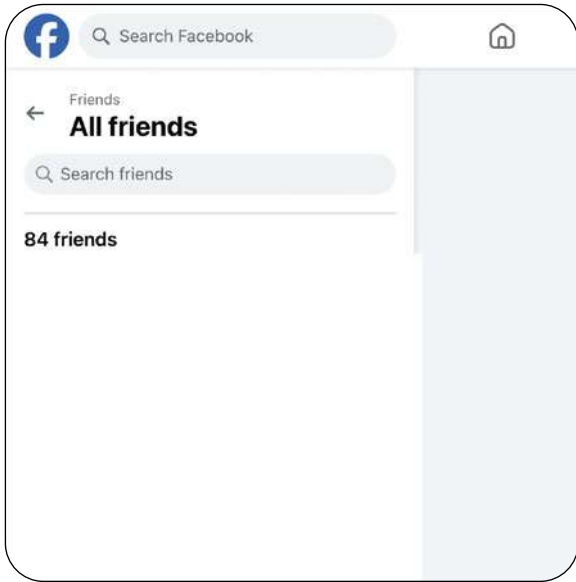
**14** You can put things on Facebook this is called Posting. It is wise to only post to Friends not the whole world.



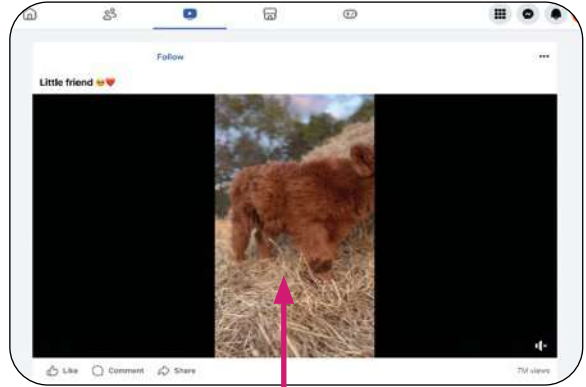
**15** Be careful what you post and keep it to general interests. Do not give out personal information.



**16** Friends: you can invite or accept people to be friends with on Facebook. It is wise to stick to people you know who are friends in real life.



**17** It is wise to only connect on Facebook with people you already know. Family and Friends.

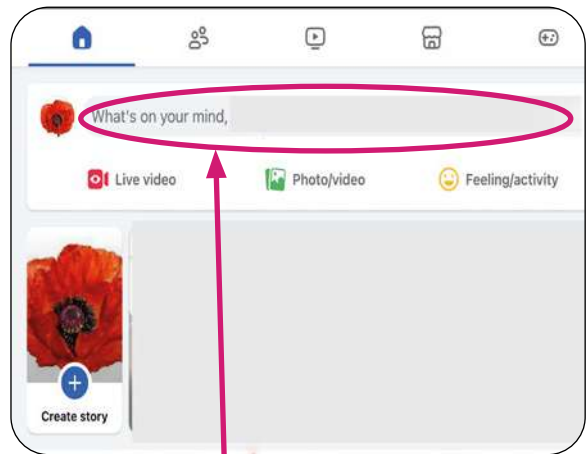


You can share videos or watch other people's videos

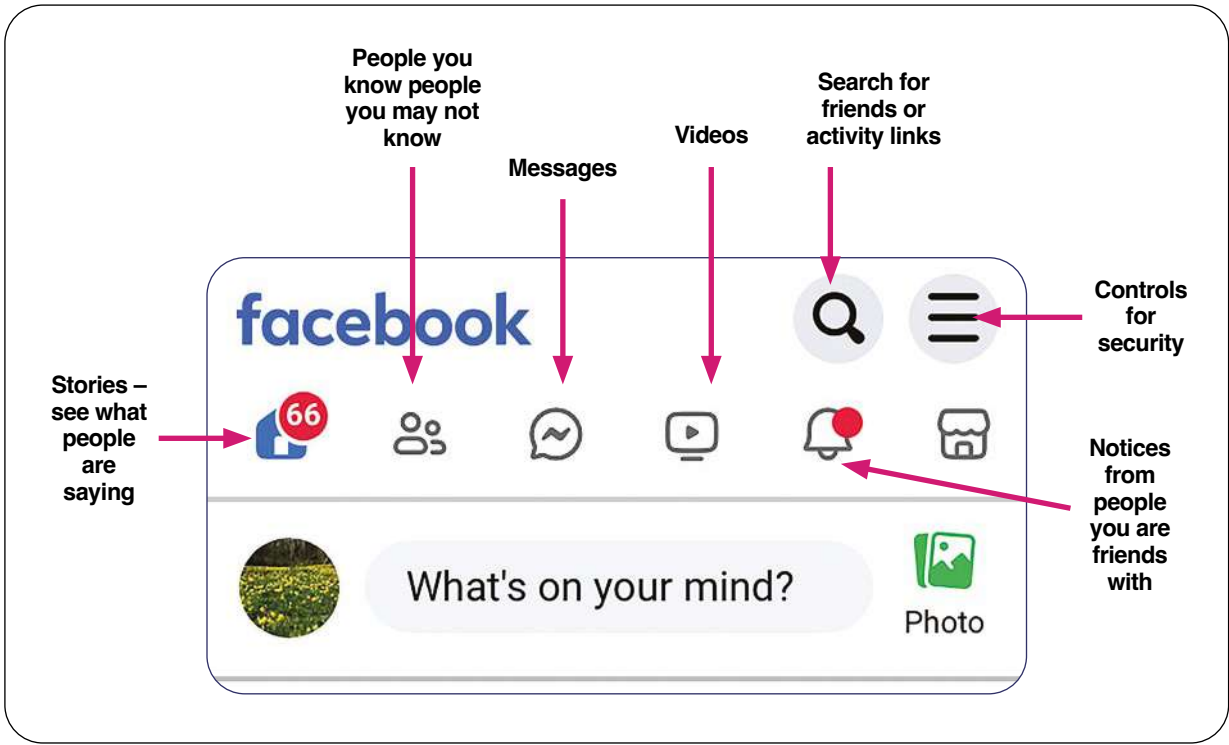
**18** Videos and Photos: You can share photos and videos. Be careful what you share and make sure that you have the consent from others who are in your photos.

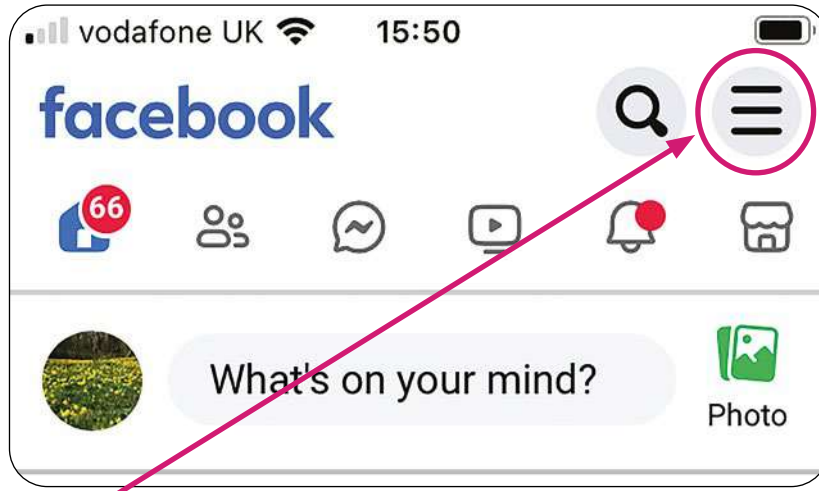


**19** Newsfeed: Your newsfeed is yours; You will see posts from your friends and the pages you have liked.

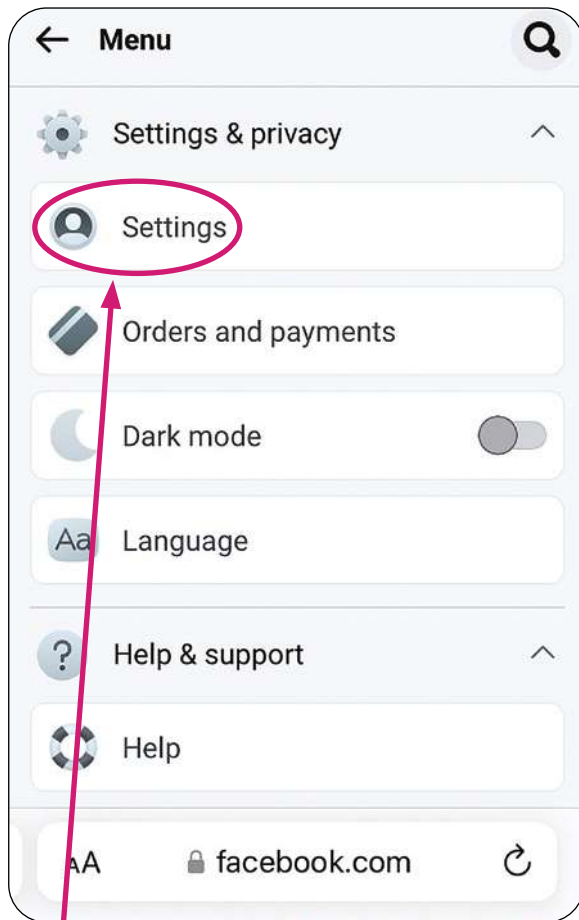


**20** Facebook Status: This is where you can update friends with your news.

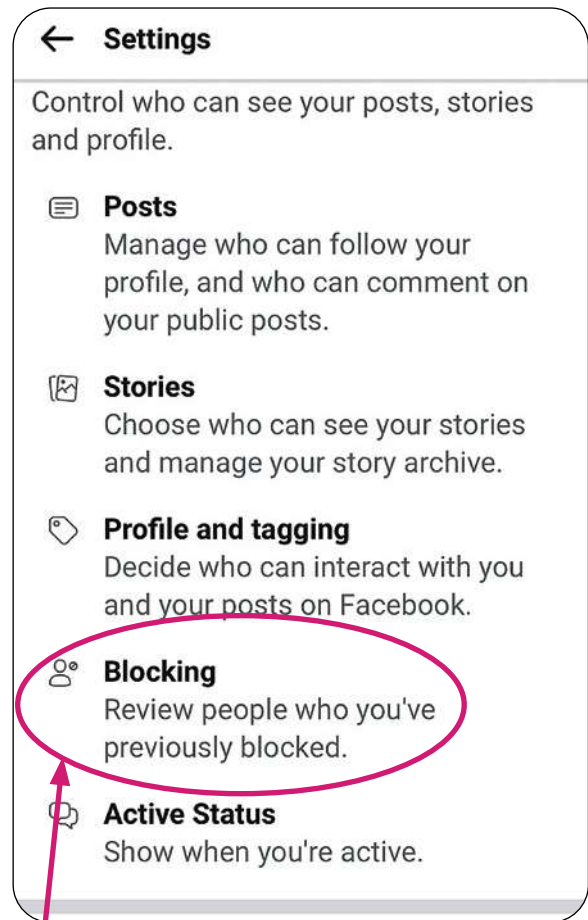




1 Controls for security.



2 Scroll down and click on settings.



3 If you are worried about being friends with someone on Facebook you can block them.

# How to use Facebook Messenger



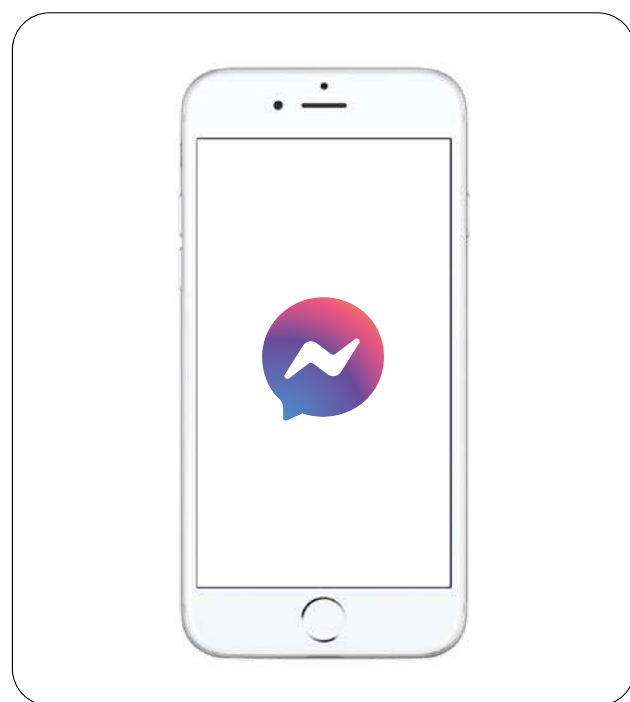
**1** Facebook Messenger is a chat feature, where you can send messages to your friends.



**2** To send a message, press the Messages button. Then type your message to them.



**3** You can also make voice and video calls on Messenger.



**4** You can also do this through the Messenger App.





# Contact us...

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*We hope to hear from you*



# Thank you...

We would like to thank **The Barnwood Trust, FVAF, Camphill Village Trust** and **The Shalom Network** for their help in producing this document.

