



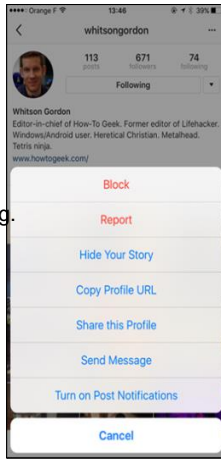
Q1) *What do you like about Instagram?*  
You can chat with your friend and see viral videos and pictures from your followers.

Q2) *Where can you send photos to?*  
Your followers or people you are following.

Q3) *What are the dangers?* People can find your location, cyberbully or steal your identity.

Q4) *How do you make your tweets visible to your followers only?* In the Tweet privacy section, check the box next to **Protect my Tweets**. Click 'save' at the bottom of the page. It will then ask for your password to confirm your change.

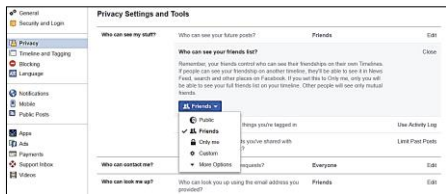
Q5) *How do you block people and report them?* You click on the person's account and next to their username there should be 3 little dots (...). If you click on it, it will come up options like Block and Report.



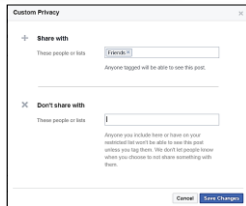
People like Facebook to keep in touch with family and friends but it can also be very dangerous. You have to protect yourself by not putting any information on your profile that you wouldn't want your parents to see.

Always have your privacy settings on private so only people you trust can view your posts or your profile. Be careful of your digital footprint and don't follow people you don't know in real life. And **never** meet up with someone you have never met in real life! You can change your privacy settings by following these steps:

1. Click on the arrow on the top right and select **Settings**.
2. On the left hand side of the page there will be a list of options. Select **Privacy** then select the options on the right hand side of each option to adjust the privacy settings. For example, select the **Edit** button for an option and this should give you a drop down menu like this:



- Public:** Everyone can see this
- Friends:** Only people you have added on Facebook can see this
- Only me:** Nobody but the owner of the profile can see this
- Custom:** You can decide specifically who can and cannot view your profile.



Did you know that whenever you go online you leave behind information about yourself? This is called your 'digital footprint'. Universities and employers can easily access this information so be very careful about what your digital footprint says about you.



## Managing Your Online Reputation

### WATCH\_YOUR\_SPACE CHECKLIST

- CHECK YOUR SETTINGS**  
Some of the most popular social networks are set to public by default, meaning everyone can see our photos, what we are sharing or talking about. Regularly check your privacy settings across your social networks and apps. We recommend a 'friends only' option for your online profiles.
- SEARCH FOR YOURSELF ONLINE**  
Do a quick search for yourself online, if you find something you don't like report it with the website or network host requesting the content be removed.
- DEACTIVATE OLD ACCOUNTS**  
Social media changes so quickly, it can be easy to forget about old accounts or networks we've signed up to. If you're not using an account delete/deactivate it, this can help avoid risk of accounts/profiles being hacked.
- MAKE THE MOST OF YOUR TIME ONLINE**  
What we do online can follow us around, ensure you make a positive impact. Whether it's starting a blog, raising awareness for something you care about or becoming the next Mark Zuckerberg... the possibilities are endless!
- THINK BEFORE YOU POST**  
Before you share, comment, like, post, Tweet or pin anything... ask yourself if this is something you want everyone to see? Use the **THINK** model if you're unsure about posting something online >>> Ask yourself is it **T**ru? Is it **H**elpful? Is it **I**llegal? Is it **N**ecessary? Is it **K**ind?

## Online Safety Guide

Are there any internet safety rules you have to follow at home or in your school? Do you think about any of the tips your parents and teachers tell you to use while using your smart phone? The Internet is always changing and there are always new and better ways for how to be safe online. These 5 **SMART** internet safety rules are the fundamentals you need to keep in mind while online:



### The 5 SMART Rules to Stay Safe Online

Stay safe online with these 5 SMART rules when using the Internet.

- Safe** Stay safe by never giving out personal information to strangers you meet online. This includes your real name, your address, phone number, home address, photos or school name.
- Meeting** Meeting someone you have only met online can be very dangerous, so make sure your parents or a responsible adult is with you at all times. Even if they are nice the first time you meet them, it is important to know that your parents should be around every time you meet them.
- Accepting** Never accept friend requests or open emails from people you do not know or trust. When in doubt, ask a parent if it's safe.
- Reliable** Rely on information from websites and people that you know well and trust. It is very easy to lie online, and people do it more often than you think.
- Tell** Tell a parent, teacher or trusted adult if you find something online that makes you uncomfortable. It is always better to talk to fix an online issue together. That way, you can make sure that it will not happen again.



## Gaming Online Safety



Devices that can be used for online gaming include: PlayStation, Xbox, Nintendo Switch, PC, Wii U, iOS and Android. Be careful of who you talk to online and follow these rules:

**Play Fair:** No cheating, hacking or using aimbot. People can report you and you could get banned from the game.

**Keep Personal Information Safe:** Always have privacy settings on and block anyone who tries to follow you that you don't know.

**Meeting:** If someone messages you to try and meet up with you **never say yes** unless it is someone you know and trust from school.

**Look For Age Classifications:** Always make sure the games you are playing are for a suitable age.

**Blocking, Reporting, Muting and Deleting People on the Games and Consoles you Use:** Don't block, report, mute or delete anyone for fun or as a joke. They could get banned from the game because you wanted to have a laugh. Only do it if it's for a real reason of concern **but don't be afraid to report someone if they do or say anything that makes you feel uncomfortable.**

**Protect Your Account With a Strong Password:** Keep a note of your passwords but never share them with anyone. It's best to have a range of numbers, letters and characters in your password.  
**In-App Purchasing:** Make sure that you ask your parent's permission before making in-app purchases.

**Illegal Downloads:** You should not make any illegal downloads as this is a criminal offence.

**Dangers:** Relationships can build up by talking to people you don't know online. You could accidentally trust them with all the rules of staying safe online forgotten and you could send them a photo of yourself and possibly meet up with them. They could even tell you they are the same age as you and when you see them they could be a fully grown adult! **Never, meet face to face with someone you have spoken to online.**



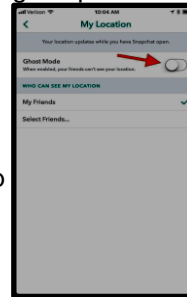
## snapchat

*We all love snapchat, right! The funny filters, stories, talking to your friends, the list is practically endless!*

Snapchat is an app where you can talk and send photos to your friends online. However, there are dangers associated with snapchat – strangers accessing your location and cyberbullying.

A new snapchat update has let millions of users put their location on Snap Maps which is a map used on snapchat to find out where your friends are. Snap Maps have led to children being tracked down by strangers. You can avoid this by putting snapchat into ghost mode by following these steps:

- Go onto Snapchat home screen
- Drag your fingers from the two opposite corners on your phone
- Tap the settings button on the top right corner
- Press ghost mode



There has been a snapchat trend going about since snapchat was created called a 'Streak'. You basically send photos to your friend and a number appears next to their name which tells you how many consecutive days you've been talking to each other. Every day you send a snap your streak gets longer. You lose your streak when you stop talking to each other. A timer will appear to tell you you're about to lose your streak.

Snapchat photos and videos are only available for a short amount of time (24 hours). However, people could take screenshots or screen recordings so always be aware of what you post on your story to friends and on group chats. If you are cyberbullied:

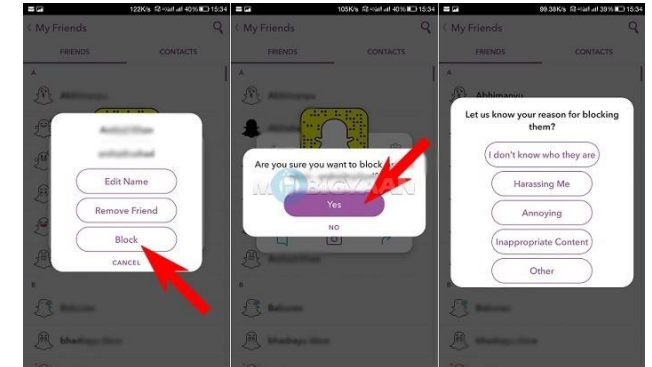
- Take screenshots for proof
- Tell an adult that you trust
- Don't retaliate because then you're both as guilty



Remember, you can block or report snappers in the settings.

### How to report abuse

Select the person's name you want to report, press settings then report. Choose the reason why you would like to report them and then confirm it.



### How to block people

Blocking people is simple. All you do is hold in the person's name and press block.

## Snapchat Terms

**Snapstreak-** When you snap someone a picture everyday and a number appears beside their name. This is your snapstreak.

**Trophy Case** - A place where all your virtual trophies are kept.

**Lense-** Also called filter. Filters/lenses transform your face on the screen, to make you look like a certain person or animal.

**Bitmoji** - An app you can download that is compatible with snapchat. This app lets you make an online avatar. You also get a bunch of online stickers which you can send to friends.