❶ Keep your personal information safe.

Never give out your name, address, e-mail address or phone number over the Internet. You wouldn't give this information to a stranger in the street, so don't give it to people online!

❷ Protect your password.

Don't give your password out to other people, not even your friends. Passwords help to keep your personal information and messages private. Once you give out your password, you no longer have control over your information and messages. You don't want your friends controlling your online accounts.

❸ Remember that not everyone online is who they say they are.

It is very easy for people to pretend to be someone else when they are online. You can never be sure that people online are telling the truth. Talking to people online is the same as talking to strangers in the street. You don't know which ones are nice and which ones aren't. This is another reason not to share personal and private information.

❹ Never agree to meet up with anyone you have met online.

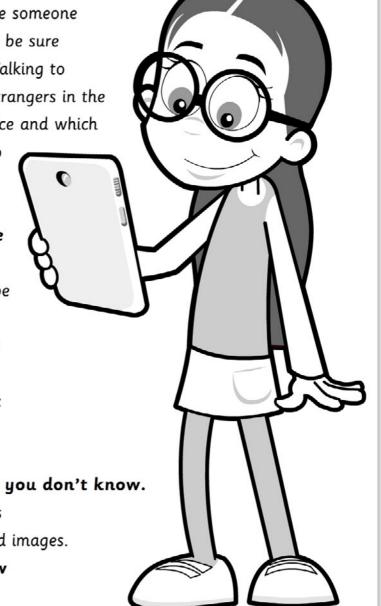Friends that you meet online might not be who they say they are. It can be very dangerous to agree to meet with anyone that you have spoken with online. **If an online friend asks you to meet them, tell an adult that you trust.**

❺ Never open emails from people that you don't know.

Some emails can contain dangerous virus attachments or upsetting information and images. **Emails from people you do not know should be deleted.**

6 **Check your privacy settings.**

If you have an online profile, click into the privacy settings and make sure that only people you know and want to view your information and photographs can. If you do not specifically choose to make your profiles private, your information will usually be made public for everyone to see. Always think twice before posting anything online. Keep it private!

7 **If you use social networking sites, remember that it's not a game to add as many people as you can to look more popular!**

Do you really know all of your online friends? It's amazing how much information a person can find out about you from just reading through your online messages and seeing who you hang out with. Do not add anyone that you do not know, and check with your friends to see how they share information in their profiles. It may be your information they're sharing!

8 **Think carefully before uploading photos.**

It is very possible that your photo albums and profile pictures will appear in an Internet search so **never upload any photos that you wouldn't want your friends, family or neighbours to see!** Also, don't upload any photos that would let a stranger know where you live or which school you go to.

9 **Always ask permission to use the Internet and ask an adult which websites you can visit.**

It is very important to remember that some websites can be dangerous or contain material that might be upsetting or scary. An adult will help you choose safe sites to use.

10 **If you see anything on the Internet that makes you feel uncomfortable, tell an adult that you trust.**