

# TOP TEN TIPS FOR STAYING SAFE ONLINE

SIMS

myconcern



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## YOUR ONLINE POSTS ARE PERMANENT

What you share online will remain accessible forever. Always think before you post!



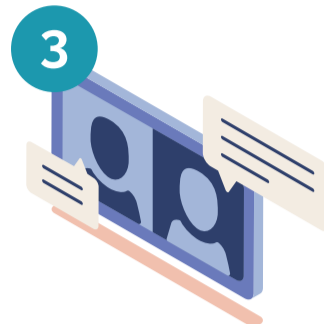
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## UPDATE YOUR PRIVACY SETTINGS

To make sure you are always keeping your personal information safe, take a look at the privacy options your sites have and make the most of the protection they offer.

## REMEMBER, STRANGER DANGER!

You wouldn't meet up with, talk to, or share photos with someone you met on the street. The same needs to apply online. Never meet up with anyone who you only know online, and only accept requests from people you know.



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## BEWARE OF VIRUSES

Watch out for links or adverts that may contain malicious and harmful viruses. If something seems too good to be true, it probably is (e.g. You probably haven't won the latest iPhone for being the millionth visitor!)

## SOCIAL MEDIA ISN'T REAL LIFE

Don't measure your own life against what other people are posting. Remember that everyone will only be posting their best (or imagined) moments. It's not healthy to make that your benchmark.



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## RESPECT OTHERS ONLINE

There's so much joy to be found online, try not to ruin it for other people. Always think about how others will be affected by what you're doing or posting.



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## THINK BEFORE YOU SEND

Don't share with anyone online something that you wouldn't want them to share with others. It's far too easy to lose control of something once it has been sent.



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## WORRIED? REPORT IT

If you see something that worries you, report it to the site AND to a trusted adult. This way you will keep yourself safe, and prevent harm to others.



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## TIME'S UP!

The internet provides a great platform for catching up with friends, but staying online for long amounts of time has been found to have a negative impact on other areas of life. Know when to switch off and take a break.

## KEEP YOUR PASSWORDS PRIVATE, ALWAYS

Don't share your account passwords with anyone, even your most trusted friends.



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To book a demonstration please visit: [www.capita-sims.co.uk/MyConcern](http://www.capita-sims.co.uk/MyConcern)