

Staying safe at work

Online Safety

Protect your online reputation

Use the services provided to manage your digital footprints and 'think before you post.' Content posted online can last forever and could be shared publicly by anyone.

Know where to find help

Understand how to report to service providers and use blocking and deleting tools. If something happens that upsets you online, it's never too late to tell someone.

Don't give in to pressure

Keep calm and keep in control; once you've pressed send you can't take it back.

Respect the law

Use reliable services and know how to legally access media you want.

Acknowledge your sources

Use trustworthy content and remember to give credit when using others' work/ideas.

- S**- Stay safe (Don't give out your personal information to people/places you don't know).
M- Don't meet up (Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust).
A- Accepting Files (Accepting emails, files, pictures or texts from people you don't know can cause problems.)
R- Reliable (Check information before you believe it. Is the person or website telling the truth?)
T- Tell someone (Tell an adult if someone or something makes you feel worried or uncomfortable.)



8 Tips to stay safe online

1. Be nice to people online.
2. Take care with what you share .
3. Keep personal information private.
4. Check your privacy settings.
5. Know how to report posts.
6. Keep your passwords safe.
7. Never meet anyone in person you've only meet online.
8. If you see anything online that you don't like or find upsetting tell someone you trust.