

Information for Students to Remain Cyber-Safe

There are a number of steps you can take to increase safety and reduce risks associated with the cyber world. While not every possible individual scenario can be considered in this document, many practical tips have been included. You are encouraged to make recommendations to enhance the effectiveness of this page so as to support each other in remaining safe when online.

Some practical tips for students:

- ◆ Never **set hints to passwords** to obvious answers such as your pets name, middle name or favourite 'things'. Only use hints that no-one else could possibly know the answer to, not even your best friend. Never share your password and change it regularly.
- ◆ While your friends are your friends, it is important you never give them your password, not even once. Do not give your password even to your best friend! Your password allows you to enter your computer, and shouldn't let anyone else access your account. Do not give your password to anyone regardless of how well you think you know them.
- ◆ Ensure that social internet sites are set to 'private' setting at all times and check periodically, especially after 'updating' information where they can be reset back to 'public' viewing. For example: Facebook sometimes does this so it is wise to check your password security settings on a regular basis. Do not enter your school name when entering Facebook or other sign up information – this is to protect your privacy.
- ◆ Do not make available any information online that you would not tell a stranger in the street. Effectively, it is the same!
- ◆ Never 'chat' to strangers you meet online, in some instances they are not who they say they are, and in some cases they are dangerous criminals pretending to be someone your age.
- ◆ Leave your mobile phone in the kitchen at night when you sleep and study. It is a distraction you do not need!
- ◆ Only use the internet in a common place in the family home, not your bedroom. You are less likely to be tempted to waste time or engage in conversations you know you should not be involved with.
- ◆ **Know the law!** If you send an email or text to a friend, be aware that they are classed as a public document and it is not a private message.
- ◆ **Know the law!** There are anti harassing, bullying and stalking laws in Victoria and at a Federal level as well. You can potentially be charged with a crime if you send threatening, bullying, intimidating or sexually suggestive messages to another person.
- ◆ Be aware! If you upload any photo of yourself or friends, it is likely that they will be copied by others and therefore, available on the internet for the rest of your life. It has been suggested by one major social site that photos are copied on average 11 times every 24 hours online! Ask your friends in the photos for their permission to upload the photos; they may not want the world to have access to them.

