



# Keep Safe Online

## An Internet Safety Guide

from

## Orange Grove Fostercare



Orange Grove  
Fostercare

Part of the  Hillcrest Family

# Social Networking Safety

## What are Social Networking sites?

Social networking sites like Facebook are online 'communities' where people within the community make a 'profile' page which includes information and a photograph of the person. This is then used to provide others in the community with varying amounts of personal information with those they are talking to. There are often rules about joining Social Networking sites, **the minimum age that anyone can have a Facebook account is 13**, if a user is under the age of 13 it is legitimate to stop them having a profile on Facebook.

Once your child has joined the social networking site they can communicate with others and share things like photos, music and films. The sites can be a fun way to keep in touch with their peers, family and friends.

## There are common elements of social networking sites, these are:

- They require membership of a website.
- Users can create a profile - a page or pages where they can tell other members about themselves.
- There is an ability to add other users as online friends or contacts.
- They allow other users to communicate amongst themselves.

## Keeping Children Safe Online

### *There are several areas of potential danger children need to be aware of:*

- Cyberbullying (bullying with digital technology).
- Invasion of privacy.
- Identity theft.
- Children seeing offensive images and messages.
- The presence of a stranger appearing as other than what they are, trying to 'groom' those they are talking to.
- The downloading of files which will corrupt your computer.

**One of the simplest ways of keeping children in your care safe is to know how to go online and surf the internet yourselves.** Instigating basic ground rules is the first step to children being kept safe whilst they are online. Knowing how to use the internet will help you set basic ground rules for the use of the computer. These rules can cover things such as:

- Which websites they can visit.
- How long they can spend online daily.
- Never reveal personal information.

Most computers and other modern technology have parental controls which enable you to block certain websites and email addresses by adding them to a filter list. You can also prevent searches for certain words.

## Initial Safety Precautions

- Contact your service provider to see what child safety measures they already provide.
- Install software to protect against inappropriate internet access.
- Tell children to report unsuitable sites accidentally discovered and delete these from the 'history' folder and add to your blocked web addresses.
- Have the computer in a family room with the screen facing outwards so that you can see what is being accessed.
- Children should take breaks every 30 minutes for health and safety reasons.
- Check the 'history' folder to see previously visited sites.
- Keep your blocked addresses updated.

## Social Networking Site Safety.

*When joining a social network there are certain precautions for young people to take.*

### *They should:*

- Never supply details for registration for chat rooms and forums etc without asking for permission and help from you.
- Never give any indication of their age or sex in a personal email address or screen name.
- Never visit chat websites that aren't fully moderated/supervised.
- Never give out any personal details to anyone online.

## Safe Usage for everyone

- Never accept a friend request from someone you do not know.
- Never assume people are what they say they are.
- Never give out any personal information such as your address and always remember anything that you post could always be read by someone you do not know.
- Do not put up information about where you will be at any particular time - this could be found by someone you do not know.
- Do not allow children to download any files, unless they ask you first – it is best to never download unknown files at all.
- Make sure children use only traditional search engines with the safe search settings turned on.
- Never allow them to meet an online friend, unless you agree to it.
- If you do agree with them meeting an online friend, always go with them.
- Safety Steps that can be taken include having a computer in a family space such as a living or dining room **(please bear in mind that many modern phones also have internet access as DSi's, X-Box, PS3's, PSP's etc)**. Please read instructions of the latest 'gadgets' before providing them to your children.
- Ensure that all computers have virus protection.
- Encourage openness at all times so they can report anything that worries or upsets them.
- Never respond to unwanted emails or messages.
- Make sure that everyone in your home who has access to and uses social network sites is fully aware of their security settings and how to change them if the need arises.

## Cyber Bullying

This can occur and the children in your care should be made aware that they have done nothing to warrant this kind of problem and that if they are worried or frightened they need to talk to you openly so that you can deal with the situation. Here are some guidelines for making children aware of, and the solutions to, some problems occasionally encountered:

- It is never acceptable to use threatening or abusive language and they should tell you immediately if this occurs.
- Children should be aware that if they receive worrying or bullying emails or messages with unacceptable content that this is not their fault and they should report it to you so that the addresses can be added to the control filter.
- It is important that children are made aware that people online might not be who they say they are and could be dangerous.
- They need to know that sometimes giving personal information can be used in financial scams.
- Be very careful about images and photos which your children share on the internet, these can be very difficult to remove once in the public domain, and can be used as a tool for bullying.
- They can be spread widely, with the original loader having no control over where they go.
- Never give out personal information, including location, and personal emails, mobile and land line phone numbers.
- **Always encourage open discussion with young people so that they will come to you if anything worries or upsets them.**
- Make sure your child knows about the safety tools available to them.
- Keep records of anything abusive or offensive and report it to the site management ~ usually clicking on a link to report the problem.
- Let them know that offers which seem too good to be true usually are.
- Learn the acronyms which are used by people texting and online such as lol (laugh out loud) these can be researched on the net so you can understand the actual discussions.
- Tell them never to get into discussions of a sexual nature as these can attract dangerous users.
- There are many websites available to give you help and support in keeping your child safe.

**If you are worried about illegal material or suspicious online behaviour you can contact the Child Exploitation and Online Protection centre (CEOP). This website enables you to report abuse and has guidelines in greater details about using the internet and internet safety.**  
<http://www.ceop.police.uk/>

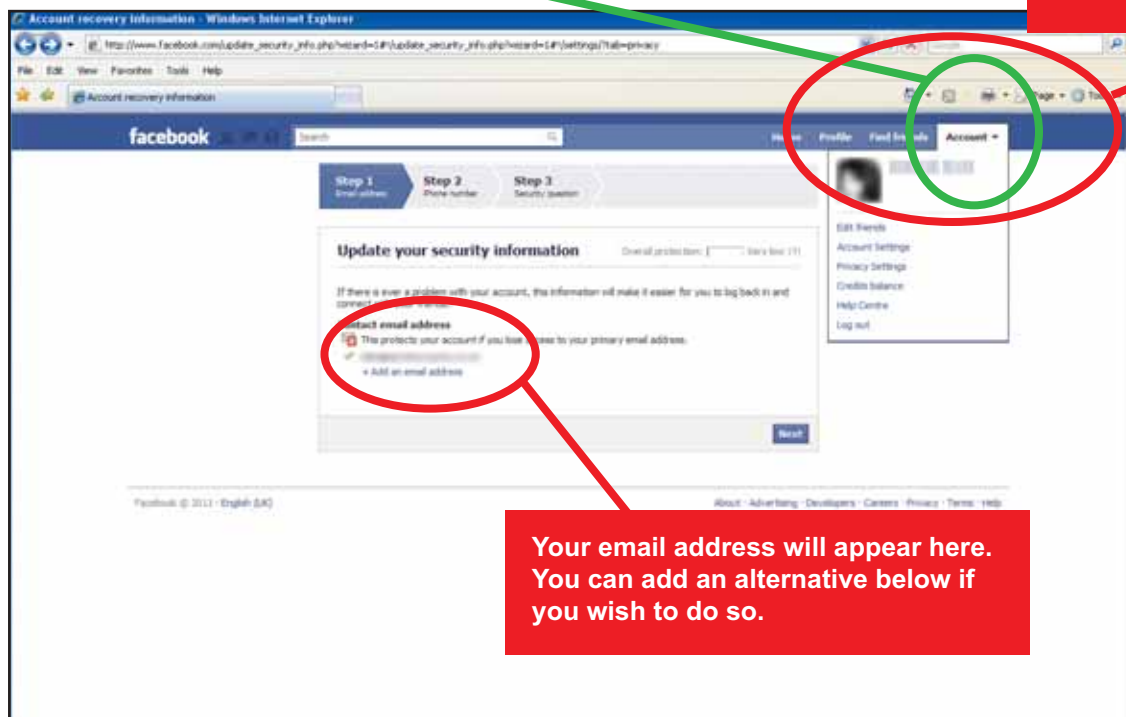
<http://www.childnet-int.org>. This site has a CD-Rom written and produced by the children's charity Childnet International with funding from the Department for Children Schools and Families (DCSF) and Becta.

[http://kids.direct.gov.uk/resource\\_areas/html/MainHomePage.aspx](http://kids.direct.gov.uk/resource_areas/html/MainHomePage.aspx). This home page has an area for parent/carers to further explore child safety on the internet.

# How to change your Privacy Settings on Facebook

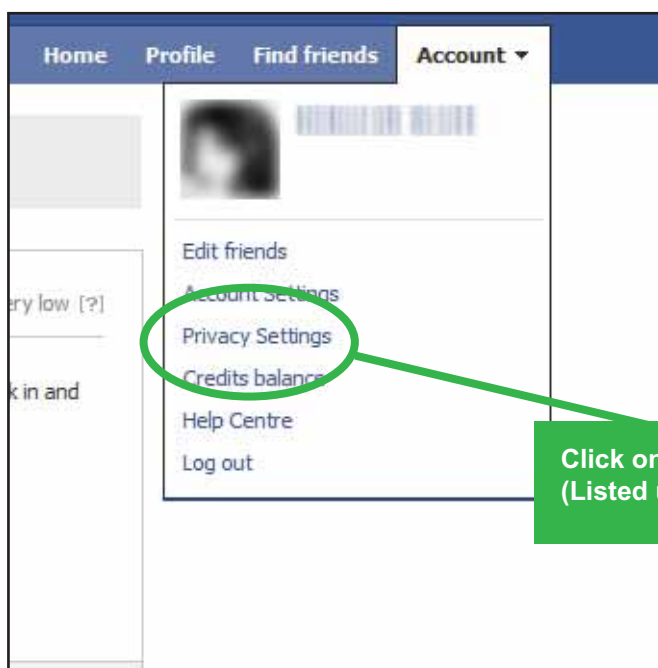
Go to your Account tab

Your photo and name will appear here.



Step  
1

Step  
2



Click onto your Privacy Settings.  
(Listed under your name etc.)

cebook  Home Profile Find friends Account ▾

**Learn about the new Profile**  
The new profile follows all your current privacy settings. As always, you control who can view your content on Facebook. For more information, read Top questions about privacy and the new profile.

### Choose your privacy settings

Friends will use to find you on Facebook. View settings

What information sources/methods there are.

Who can see your information.

	Everyone	Friends of friends	Friends only
Your status, photos and posts			+
Bio and favorite quotations			+
Family and relationships			+
Photos and videos you're tagged in		+	
Religious and political views			+
Birthday			+
Permission to comment on your posts			+
Places you check in to [?]			+
Contact information			+

Customise settings This is your current setting.

Apps and websites Edit your settings for using apps, games and websites.

Block lists Edit your lists of blocked people and apps.

CLICK HERE TO CHANGE/UPDATE YOUR PRIVACY SETTINGS.

Facebook © 2011 · English (UK) About · Advertising · Developers · Careers · Privacy · Terms · Help Chat (0)

# Step 3

Search Home Profile Find friends Account ▾

### Choose your privacy settings · Customise settings

Back to privacy Preview my Profile

Customise who can see and comment on things you share, things on your Wall and things you're tagged in.

Things I share

Posts by me  
Default setting for posts, including status updates and photos

Family

Relationships

Interested in and looking for

Bio and favorite quotations

Political views

Places I check in to

Include me in "People here now" after I check in  
Visible to friends and people checked in nearby. (See an example)

Edit album privacy for existing photos.

Click on the tear down menu and select the Privacy Setting you wish.

Continue to scroll down. This is a long list.

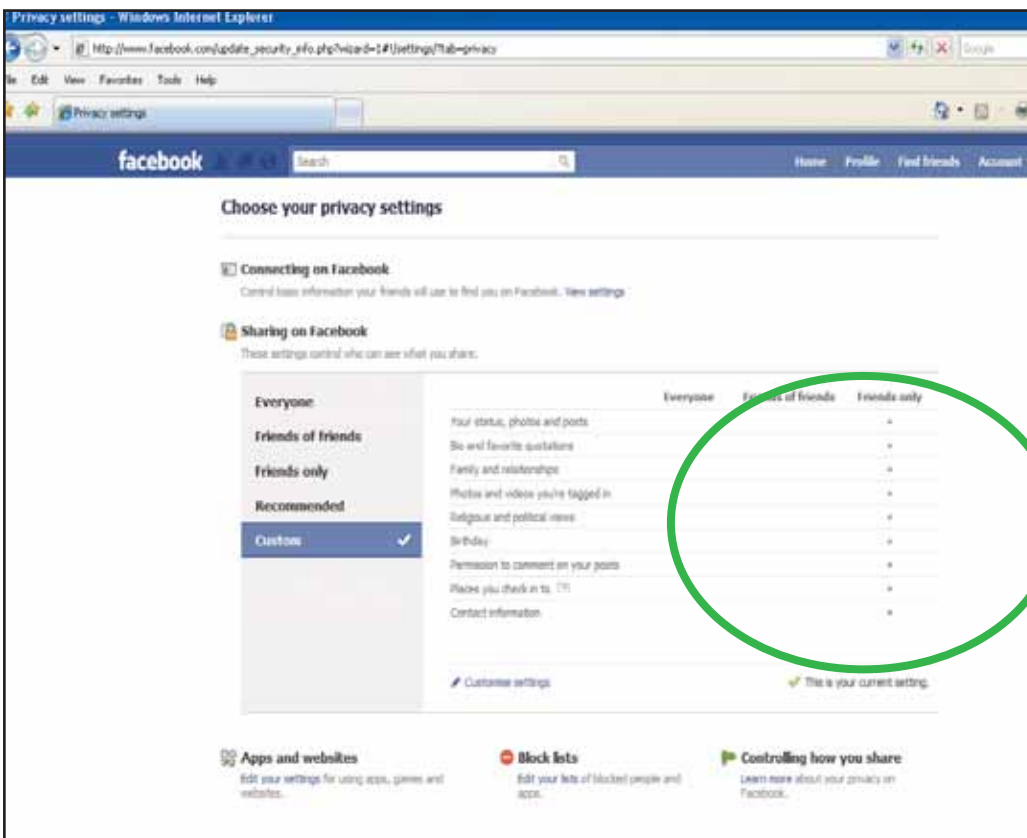
Step 4

# Step 5



Go to the top of the menu and click on the return to privacy menu.

# Step 6

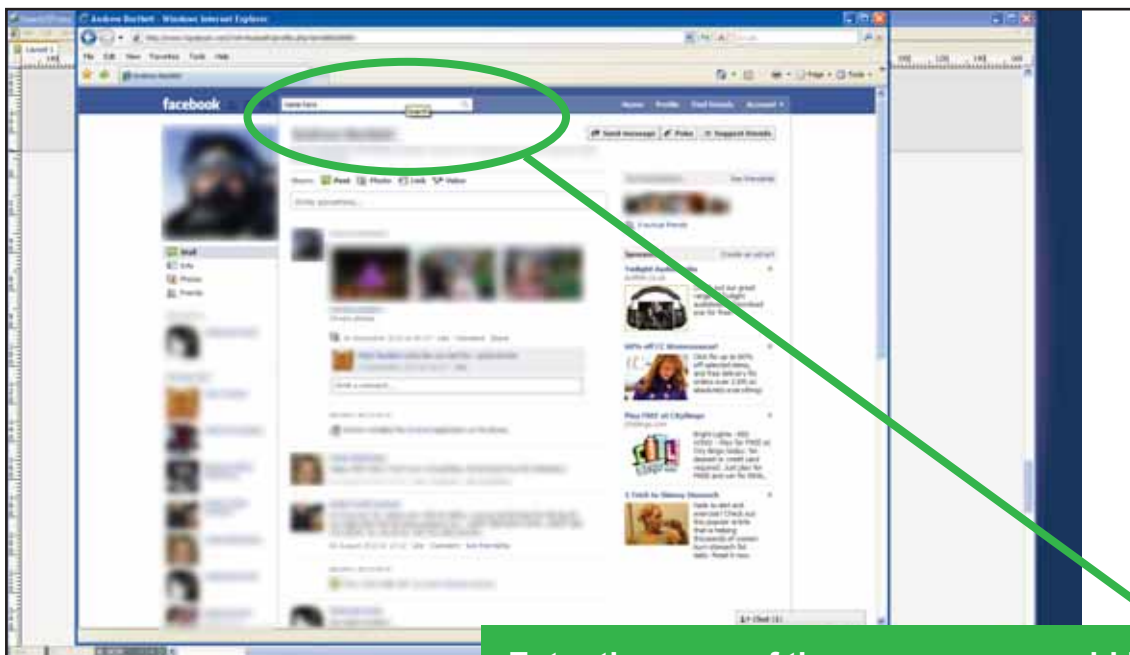


**CHECK YOUR SETTINGS!**

Please remember to check your settings from time to time. ALSO please ask your friends and family to do the same. If their wall is not protected people can still read your posts to them and see their pictures, some of which may contain tags of you and your family.

# How to 'Report' or 'Block' someone on Facebook

Step  
1

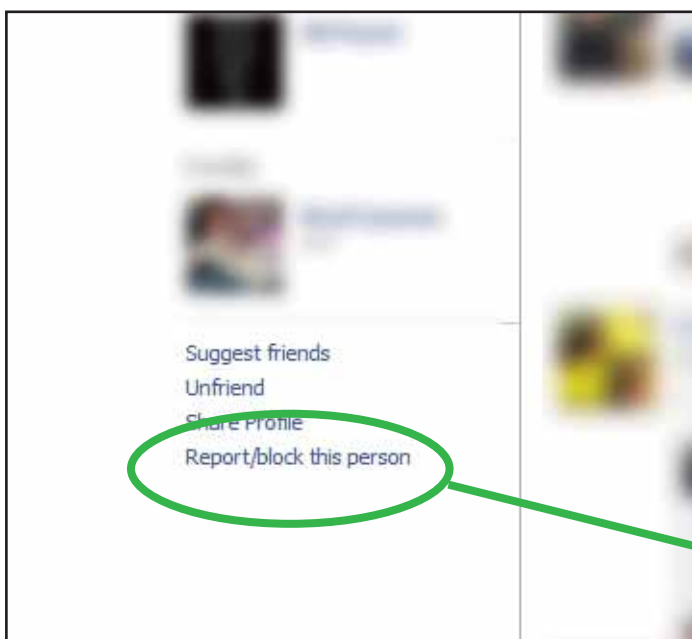


Enter the name of the person you would like to report or block in the search box at the top of the Facebook page.

Scroll through the list of individuals until you find the person you would like to report or block.

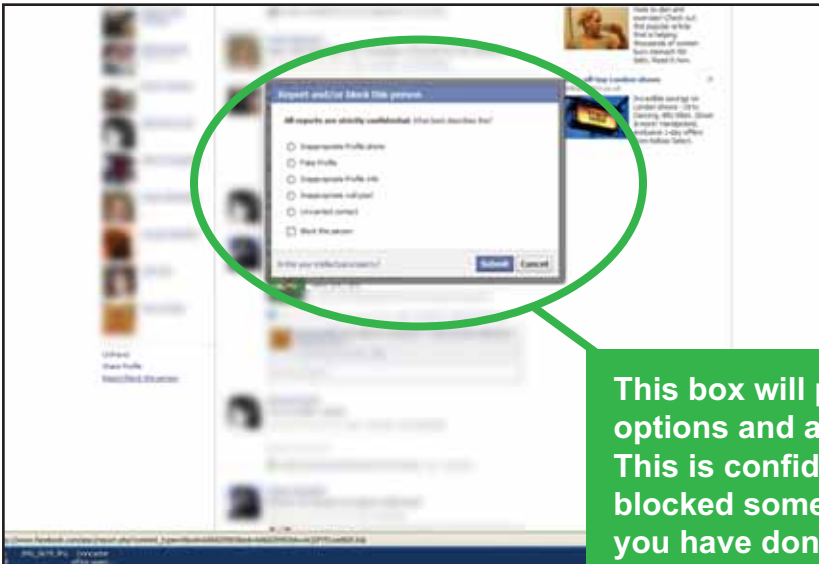
Click on the persons name. Their Facebook profile should then load.

Step  
2



Now scroll down to the bottom of their profile page. Look on the bottom left hand side of the page. There should be a link that says report/block this person. Click that link.

# Step 3

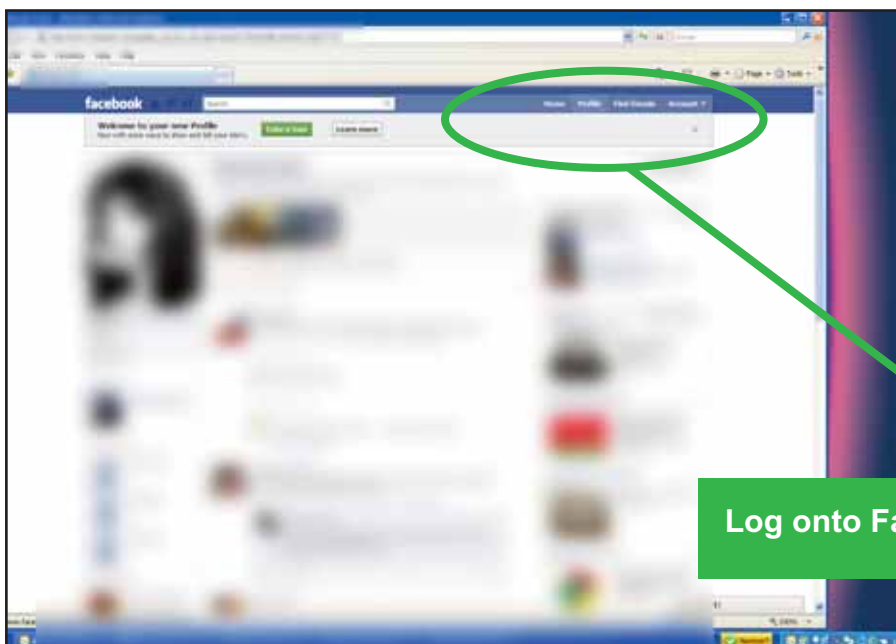


This box will provide you with your reporting options and also the ability to block someone. This is confidential, if you have reported or blocked someone they will not be informed that you have done so. Blocking someone prevents someone from viewing your Facebook profile and comments.

Once you check the box next to the action and press submit then the action is done.

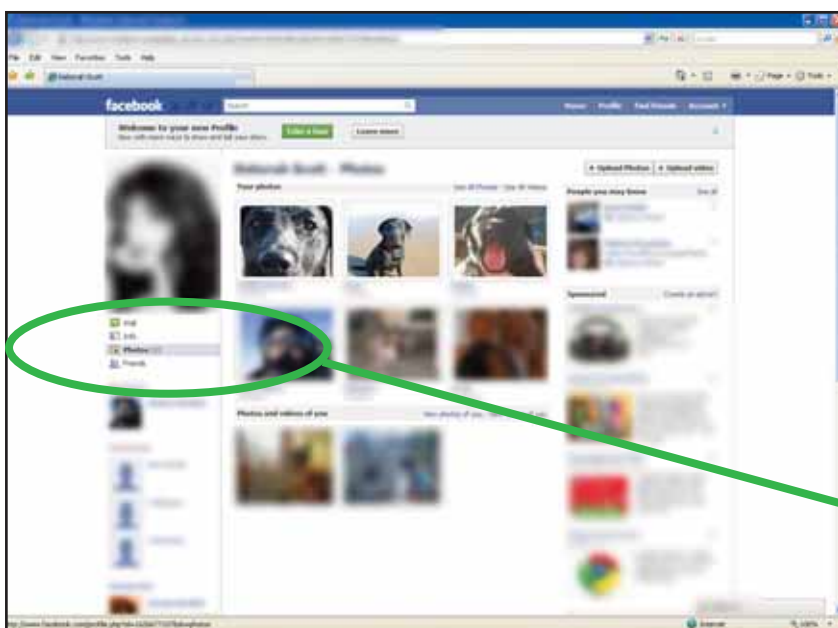
# How to remove a picture 'Tag' of you on Facebook

A 'tag' is when someone places your name over an image of a photo. Your name and the image will then be associated with each other. However you may not like the photo, or being associated with the image. You are therefore able to remove the 'tag' by following these steps listed.



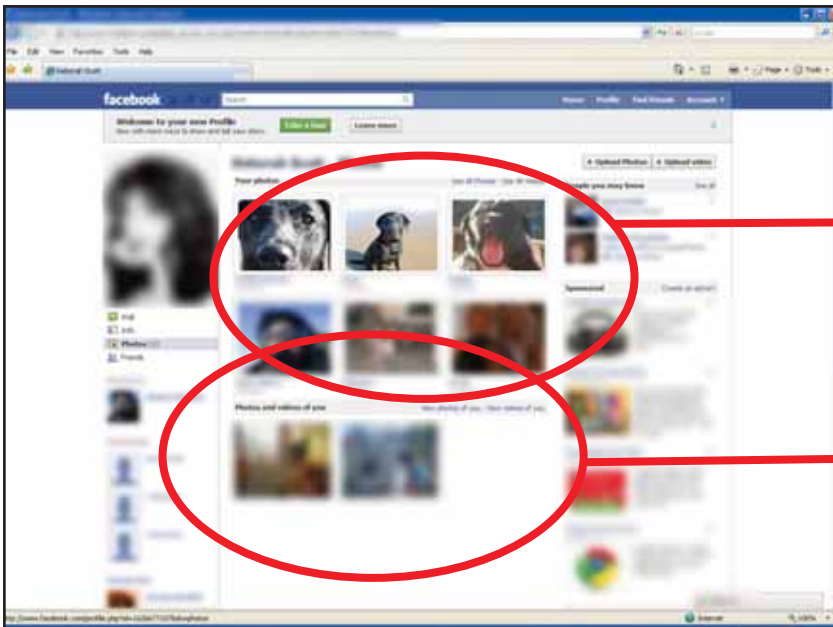
Step  
1

Log onto Facebook and go to your profile.



Step  
2

Got to your photos



Your photos and albums

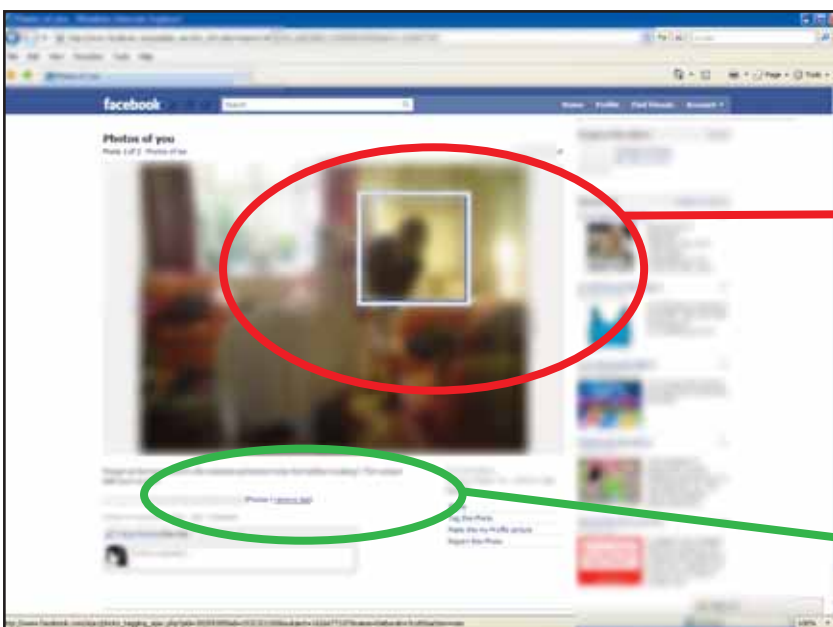
Images you are tagged in

# Step 3



Click on the image that has the tag that you do not want. Then click on the 'remove tag' text.

# Step 4



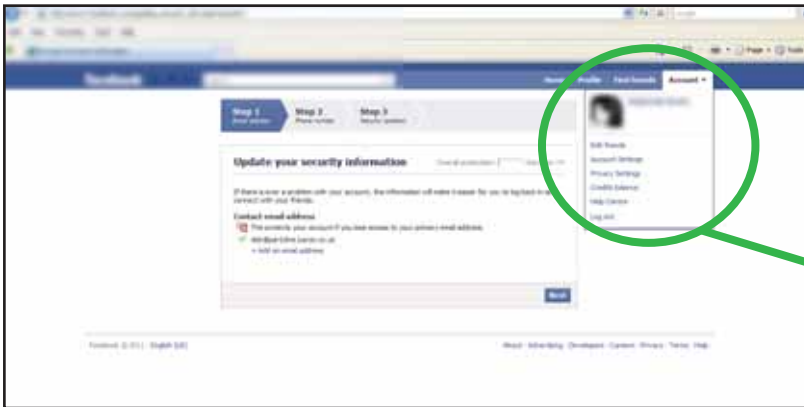
The tag.

The tag will be shown to you. Click again on remove tag.

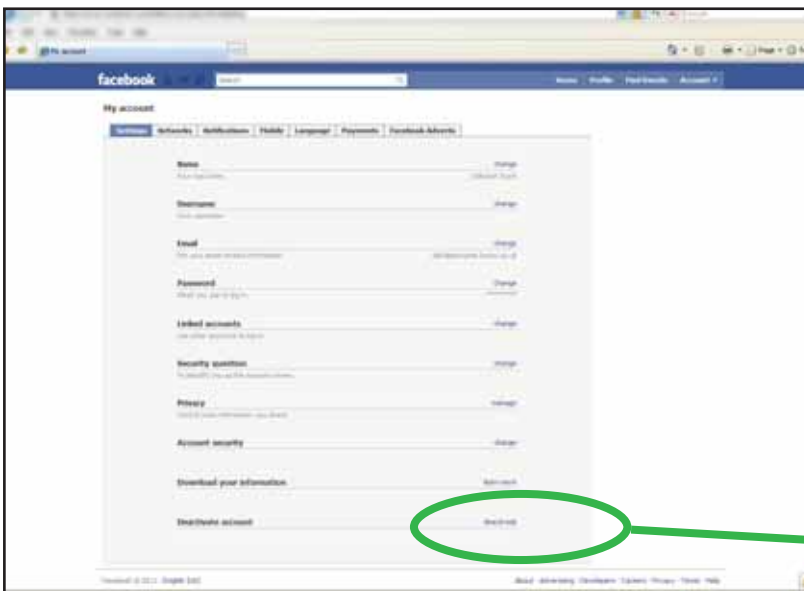
# How to 'Deactivate' your Facebook account

If you wish to deactivate your account. Please follow these simple steps below.

# Step 1

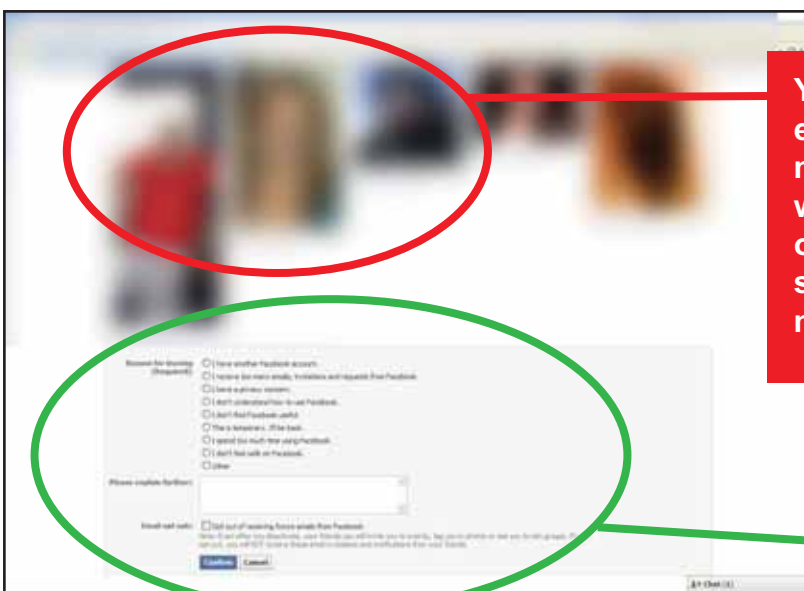


Log onto Facebook and go to your account settings.



Click on the deactivate account link.

# Step 2



You will be told everyone will miss you. you will get an opportunity to send them a message.

You will be asked why you wish to deactivate. There is also a confirmation button.

# Step 3

# SHAPE UP - STAY SAFE ONLINE

You must be over the age of 13 to have an account on Facebook

Treat your password like your toothbrush. NEVER share it with anyone!

Do not give out any personal information about yourself, your family or friends on the internet or any social networking sites

Always tell your parents/carers/teachers if you come across stuff on the Internet which makes you feel uncomfortable, or if someone on the Internet harasses you or threatens you.

The best way to flag abusive content on Facebook is to use the 'Report' links that appear near the content itself. When a report is submitted, they will review it and take any action warranted by their Statement of Rights and Responsibilities.

If someone is hassling you on Facebook or saying things you do not like you can also block them. People you block won't be able to find you in searches, view your profile, or contact you with Pokes, Wall posts, or personal messages. You can block people by adding their names to your block list at the bottom of the Privacy Settings page, or by checking "Block this person" when you report them. These people will not be notified when you block them, and any existing ties you have with them will be removed.

What do I do if someone has posted a photo of me that I don't like?

Facebook will only remove photos that violate their Statement of Rights and Responsibilities (e.g., pornography or copyrighted images). However, there are some things you can do if you don't like a photo of you on the site:

To remove your name from a particular photo, simply view the photo and click the "Remove Tag" link next to your name. It will no longer be linked to your profile.

Remember that you can only be tagged in photos by your friends. If you are having problems with someone constantly tagging you in embarrassing photos, just remove them as a friend from the Friends page.

If you don't want the photo to be shown at all, please talk to the person who posted it. They should be respectful enough to remove unwanted photos. Unfortunately, Facebook cannot make users remove photos that do not violate their Statement of Rights and Responsibilities.

Never agree to meet anyone online in real life without your parent's/carer's permission and NEVER meet anyone on your own. ALWAYS go with a trusted adult.

NEVER SEND PICTURES OF YOURSELF OR ANY OTHER PERSONAL MATERIAL TO A FRIEND YOU MEET ONLINE WITHOUT CONSULTING YOUR PARENTS/CARERS FIRST.

DO NOT OPEN AN EMAIL FROM SOMEONE YOU DO NOT KNOW AS YOU MAY DOWNLOAD VIRUSES.

How do I keep my Facebook account private?

To edit the privacy settings for your own Facebook account, choose the "Privacy Settings" option from the Account drop-down menu available from the top right corner of every page. From this page you can personalize your privacy settings for Profile Information, Contact Information, Applications and Websites, and Search. It is very important that you do this and check from time to time that your settings are what you want them to be.