

Peoples Network



Social Networking, chat rooms, online forums, IM

- Make sure the people on your contact list are people you really know in the real world.
- If someone you don't know adds you to their contact list, make sure you block them.
- Don't give out your full name, address or school - if anyone asks for this information, tell a trusted adult straight away.
- Always use a nickname rather than give your real name.
- Don't arrange to meet up with someone you've met online - if anyone asks to meet, tell a trusted adult or if you do decide to meet take a trusted adult with you.
- If you see a message that upsets you, tell a trusted adult.
- If you put your profile on a social networking site make it private so only friends can see it – don't put your mobile number on the site, your real friends will already have it!
- Use Privacy Settings! Adjust your account settings (sometimes called "Privacy Settings") so only approved friends can instant message you.
- Anything you add to your social networking site can be copied or printed, so if you want to put pictures up on your site think before you do it.



E-mail

- If you get e-mails from people you don't know, delete the e-mail and don't reply to the person who sent it. Tell an adult you trust if you're not sure what to do.
- E-mails from people you don't know are usually junk e-mails (called 'Spam') - if you reply to one of these, the people sending them know your e-mail address is real and could start sending you junk or nasty e-mails.
- E-mails can get lost on the internet after they have been sent - don't include lots of information about yourself that may allow people to know where you are.
- Never give out your full name, address or school to people you talk to using e-mail, if you don't know them in the real world. If anyone asks for this, tell a trusted adult.
- Don't send a pictures of yourself to someone you meet online who you don't know in the real world.
- Treat people how you would like to be treated yourself when sending e-mail - never write something that might hurt or upset someone.



File Sharing

- File sharing can get you in trouble as some sites haven't got permission to have the music or videos on their site for you to download.
- Download sites can contain nasty pictures and viruses - always visit reputable sites, you usually have to pay for downloads on these.



Gaming

- Don't upset anyone in order to win or get to the next level.
- Don't do anything that you know is wrong or get cheats or tips.
- Use a nickname when using gaming sites.

Remember – Be a SMART surfer

S	SECRET - always keep your name, address, mobile phone number and password private – it's like giving out the keys to your home!
M	MEETING someone you have contacted in Cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they can be present.
A	ACCEPTING e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain nasty messages
R	REMEMBER – someone online may be lying and not be who they say they are. Stick to the public areas in Chat rooms and if you feel uncomfortable – get out!
T	TELL your parent, carer or the librarian if someone or something makes you feel uncomfortable or worried.

Want to save your work?

- Save onto a CD - buy one at the library or bring one with you
- It's a good idea to save your work every 10 minutes
- Print or download anything you want to keep at least 5 minutes before the end of your session
- If it's not saved onto CD it will be lost at the end of your session

Want help?

Ask the librarian!

The amount of help we give depends on things like who is available and how busy the library is

REMEMBER

If you;

- look at, download or send anything offensive or menacing
- hack into sites you shouldn't
- change any settings.

You won't be allowed to use the PCs in any Hampshire library any more.

Library staff can end your session immediately if they believe you have done any of these things.