

# Keeping safe online – ten top tips

## Protect your device

1. Protect your computer with anti-virus, anti-spyware and firewall software and keep this up to date
2. Block spam emails and never open email from people you don't know
3. Make regular backups (copies of important files and photos)



## Take care of your identity and privacy

4. Don't use the same password for lots of different sites. Avoid real words (in any language) by using a phrase that's easy to remember and hard to guess - with a mix of upper and lower case letters, numbers and symbols e.g. "Ben likes to buy 5 apples 4 pears every Saturday" becomes: **Bltb5a&4peS**
5. Don't give away too much personal information on social media. Think about what can be seen in your photos, videos, and video calls - especially what's in the background
6. Think before you send and be respectful of others - once it's out there, it could be out there forever. Look out for your friends/others and do something if you think they are at risk

## Avoid online rip offs

7. When you're shopping online, look for clear signs that you're buying from a trustworthy company. Also look for **https//** at the start of the address so you know you are on a secure site
8. On an online auction site, learn how it works and learn to pick good sellers (e.g. check their feedback history)
9. Use safe ways to pay, such as PayPal or credit/debit cards. Be wary of sellers trying to contact you to sell away from the main website – you won't be covered by site policies
10. Use your common sense to avoid scams – if it sounds too good to be true, it probably is!



For more information about how we can help you to stay safe, visit [www.derbyshire.gov.uk/theguide](http://www.derbyshire.gov.uk/theguide)

If you have any safety concerns, speak with your tutor or centre staff straight away