

# Focus on Online Safety

**Safety the safe and responsible use of technology**



This guide outlines some of the key issues surrounding adults and online safety.\*

## Identity Theft

Online Criminals will try to trick you into giving them your information, a process known as phishing.

- Block unwanted spam email – this will also block more phishing emails.
- Don't give away any passwords or any other personal information.
- Choose strong passwords using a mix of several words, letters, numbers and punctuation.

## Computer Security

Online criminals are trying to attack your computer either to steal from you or attack other people.

- Use security software: anti-virus, anti-spyware and a firewall or a security suite that includes all three.
- Make a regular backup of your music, pictures and other files.
- Be wary of attachments. Viruses often arrive in e-mail messages.

## Cyber bullying

Cyber bullying is when one person or a group of people try to threaten, tease or embarrass someone else by using a mobile phone or the internet.

- Talk to someone you trust about it.
- Don't reply to any messages you receive, as this may encourage the bullies.
- Try changing your online user ID or nickname.
- Keep and save any bullying emails, text messages or images you receive.

## Social Networking

Social Networking sites let you communicate with friends and if you choose, strangers online.

- Be wary of publishing any identifying information about yourself.
- Pick a user name that doesn't include any personal information.
- Learn how to use the site. Use the site's privacy features to restrict strangers' access to your profile.

\* Please ask a member of the team for a further information leaflet or email:  
[skillsandemployment@cheshirewestandchester.gov.uk](mailto:skillsandemployment@cheshirewestandchester.gov.uk)

[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)



Cheshire West  
and Chester