

# Staying safe online



Enjoy all the things you  
can do online, while staying  
safe and secure.

## Security and passwords

Your password is the key to  
your online accounts - and  
should be kept secret.

**Top tip:** Try to make them  
memorable to you but  
not easy to guess by  
someone else,  
even if they  
know you well.

#getonlineweek



## | **Top tip:** Think random.

Don't use meaningful words like family or pet names for passwords. These are easy to guess if people have information about you.

Try using three (or more) random words that are easy to remember but hard to guess, like "street-shirt-flower".

**Top tip:** Never give it away. Treat a password like your bank card PIN number and keep it to yourself.

## **Social media**

Social media's great for sharing things with family and friends, but it's important to stay safe.

## | **Top tip:** Keep it private.

Privacy settings are there so you can control who can see the information you share online.

Limit it to people you know, like friends, family and colleagues, who you're happy seeing your posts.

## | **Top tip:** Don't reveal too much.

Try not to give out too many personal details on social media. This includes things like making your home address, your phone number or your email address visible.

## **Viruses**

Just like the flu, viruses can attack your computer, tablet or phone, spreading from device to device.

Fortunately, there are lots of ways to protect yourself.

**Top tip:** Use **up-to-date** antivirus software. You can buy it online or in a computer shop.

Many new computers come with free antivirus software, but make sure to check when it expires so you can update or replace it.

## **Scams**

Online scams are out there, but you can take easy measures to stay safe.

**Top tip:** If someone contacts you, don't provide any personal info, no matter who they say they are.

Banks and companies will never ask you for your full login details in a phone call or email.

## **Online courses – Learn My Way**

The Learn My Way website has lots more advice, as well as beginners' courses on staying safe online.

Visit [www.learnmyway.com](http://www.learnmyway.com) to get started.



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