

## Top Ten E-Safety Tips

1. **Always think of your personal safety first when using ICT or your mobile phone.** Remember it is easy for anyone to lie about who they are online, so you can never really be sure about who you are talking to.
2. **Do not give out any personal information** about yourself online to people you do not know. This includes your full name, address, street name, postcode, or school name. Only ever give out your location as Walsall.
3. **Never give your contact number** to anyone who you don't know.
4. It's a good idea to **use a nickname** rather than your real name.
5. **Don't meet people that you have only spoken to online.** If you do decide to meet up with anyone in real life then make sure you take a trusted adult with you and meet in a public place at a busy time.
6. **Never give out pictures online or over a mobile unless you know the person in real life.** It is easy for people to take your pictures and alter them, send them on, or even pretend to be you with them.
7. **Always use private settings whenever you are setting up a social networking page or an Instant Messenger (IM) account.** This is so people who you don't want to see your profile can't.
8. **Anything you post or upload to the internet is there forever so be very careful what you put online.**
9. **Never go onto webcam with people you don't know in real life.** Webcam images can be recorded and copied and also shared with other people.
10. **If you receive any messages or pictures that worry or upset you talk to an adult you trust.** You may also report it online, via the thinkuknow website <http://www.thinkuknow.co.uk>.

**If you have any concerns, contact Magnus Tullock (Protection Advisor) on 01856 569230 or e-mail [Magnus.Tullock@orkney.uhi.ac.uk](mailto:Magnus.Tullock@orkney.uhi.ac.uk)**