

# Using the Internet Safely

## Tips for staying Safe Online

- Be sure who you are dealing with online - people may not be who they say they are.
  - Don't open files from people or organisations you don't know. Beware that "phishing" scams that might look like they are from your bank or other financial organisations.
  - Don't share personal information about yourself or others online - including home address, phone number, bank and financial data.
  - Don't send a picture of someone else by email or text message without their prior permission.
  - Be aware that any photos, videos or information you put on the internet can be seen by others.
  - If you find any unpleasant or unsuitable material or messages, or anything that makes you feel uncomfortable when you see it on the internet, please report it to straight away to your tutor.
  - Please treat your username and password like your toothbrush - don't share it or try to use any other person's username or password.
- Information on the internet may not be true or accurate. Be careful - it could be a deliberate attempt to mislead you.
  - Sandwell Adult and Family Learning service has guidelines on the acceptable use of computers, safeguarding and learner behaviour. It is essential you read and understand the learner handbook you have been provided with to understand what is expected of you.
  - If you think you are being groomed or bullied online or drawn into any activities that might be illegal (or you think this is happening to someone you know) tell your tutor or report the concern to [Contact\\_Safl@Sandwell.gov.uk](mailto:Contact_Safl@Sandwell.gov.uk) immediately.
  - If you are unhappy or concerned about anything, please report it to your tutor or a member of staff at the centre where you attend your course.
  - Remember, potential employers may search for information about you on social networking sites while they are considering their recruitment decisions.
  - Visit <https://www.learnsafl.ac.uk/pages/home/e-safety> for more tips for staying safe online.