



# INTERNET SAFETY TIPS

## FOR ELEMENTARY AND MIDDLE SCHOOL STUDENTS, THEIR TEACHERS AND FAMILIES

*Keep this sheet near your computer.*



### **Be a safe and responsible cyber citizen.**

If you use the Web, e-mail or chat online, then you are a cyber citizen. Just like citizens in your town, cyber citizens have responsibilities. Use good manners when you communicate online. Obey laws and rules your parents and schools make to help you stay safe when using your computer.



### **Tell your family to protect your home computer with anti-virus software and a firewall.**

Viruses can sneak into computers and hurt or destroy information. They can get to your computer from software or the Internet. Anti-virus software should always be used to guard against computer viruses. A firewall helps protect your computer and the information it contains—especially personal information—from being stolen by online thieves.



### **Do not open an email from someone you do not trust.**

If you don't know who is sending you an email, the best thing to do is delete it quickly. Computer viruses can spread to millions of people through email. If you don't know who is sending you an email, the best thing to do is delete it quickly. Computer viruses can spread to millions of people through email.



### **Use hard-to-guess passwords.**

Do not write passwords down on small pieces of paper taped to your computer. Passwords that are easy-to-guess are a bad choice. In other words, if your name is "Dan" don't make your password "Dan." Remember to change your passwords regularly.



### **Turn off the Internet when it's not being used.**

The Internet is a two-way road. You get information and also send information. Turning off the Internet makes sure that someone else on the Internet can't enter your computer and cause harm.