

Staying Safe On-line for Learners

- Keep your personal information private
- Think carefully about what you share in profiles on social media
- Who can see the photos or information you share?
- What can people see in the background when using your video camera?
- Keep your username and passwords safe and don't share these with others
- Choose a password no-one will guess and don't re-use passwords
- Think before opening email attachments – are they from a trusted source?
- Watch out for emails tricking you into giving personal information – think before responding, companies will not ask you for personal information.
- Watch out for fraud - are free programmes genuine?
- Keep your accounts secure, check online accounts carefully and remember that companies know you are using the internet
- Report identity theft
- Keep your virus software up to date and watch out for software that could damage your computer
- Tell a staff member immediately if you find any material which might upset, distress or harm you or others
- Keep your experience enjoyable and safe - make sure the learning environment is safe for and free of risk to yourself and others and always use the OCSW's IT systems and the internet responsibly
- Always log off or shut down a computer when you are finished working on it especially in public spaces