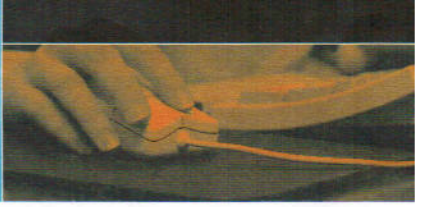
PREMIER™
ONLINE SAFETY



ONLINE SAFETY

Ah, the FREEDOM of the Internet.

You can go anywhere, meet anyone, do anything. The possibilities are endless . . . and so are the dangers. Use your CYBER-SENSE and know how to stay safe!

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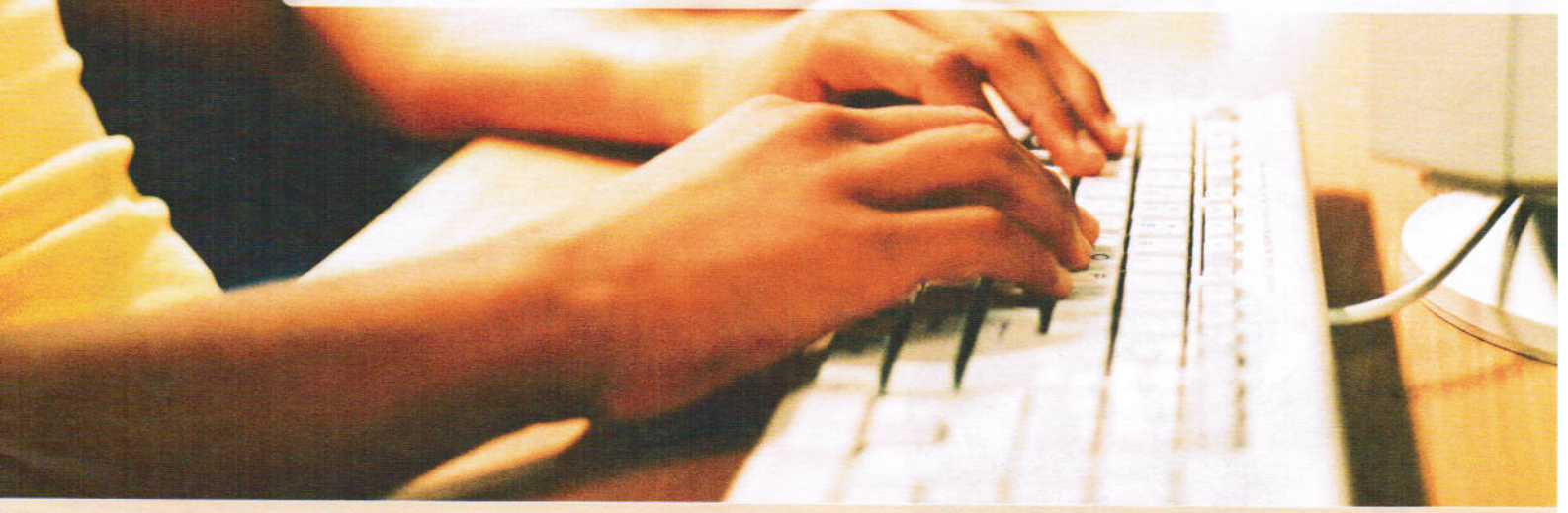

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UNDERSTANDING DANGERS ONLINE

Friend or foe? The Internet can be both. It's great when you're doing research for a project, when you want information or entertainment, and when you want to connect with your friends. But the Internet has a dark side, too. It can bring out the worst in people and let those people into your home—uninvited. It can allow people to steal your identity, humiliate you, and lie to you. So, how can you make sure the Internet is always a friend? **Protect yourself, and know the dangers online!**

Cyber Stats

In 2007, over 1,000 13-to-17-year olds were surveyed on their Internet use. Of the group:

- 71% say they have a personal profile on a website. Half of that group says they have posted a picture of themselves online.
- 25% say that their parents or guardians know "very little" or "nothing" about what they do on the Internet.
- 69% have reported receiving messages from someone they don't know.
- 64% have posted videos or photos of themselves online.
- 16% have considered meeting someone that they've talked to online.
- 58% have posted information about where they live online.

(*Source: www.netsmartz.org/safety/statistics.htm*)

TOP FIVE DANGERS ONLINE

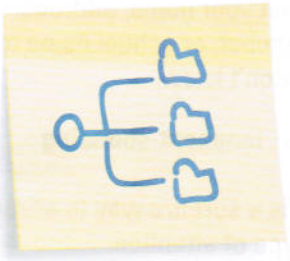
1. **Internet strangers**: People who are watching and waiting to take advantage of you.
2. **Cyberbullying**: A type of bullying that uses different forms of technology to embarrass, ridicule, or hurt you.
3. **Information theft**: The robbery of personal information, such as passwords, PIN numbers, and in some cases, your complete identity.
4. **Disturbing content or images**: Pictures or information about things that you don't want to see or know about.
5. **Damaging software**: Programs or viruses that invade your computer.

Exercising Your Cyber-Sense

We've all heard of common sense, but **cyber-sense**—what's that? It's quite simple, actually. It just means using common sense when you're online.

Cyber Survey

How much cyber-sense do you have?
Think about what you would do in the situations below:

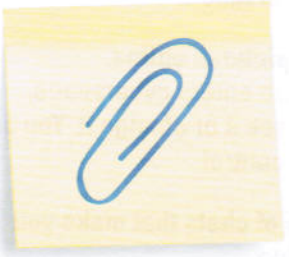


1. You are chatting with a group of people who you've talked with every night for a week. You've never met these people, but feel like you know them pretty well. One of your new friends asks for your phone number, because she wants to give you a call. What do you do?

   a) Ask for her private email address and email her your number. You don't want everyone in the group to have your number.

   b) Tell her that you don't think it's a good idea to exchange personal information.

   c) Give your phone number to everyone—after all, you can never have enough friends!



2. You have just checked your email and have a new message with an attachment. It's from someone you don't know. What do you do?

   a) Open it and the attachment because you're curious what it could be.

   b) Delete the message immediately.

   c) Read the email but don't open the attachment.

3. You overhear a group of kids talking about a website. You check it out when you get home and realize it's devoted to listing reasons to hate certain students at your school. What do you do?

   a) You tell your friends to check it out. You've never seen anything like it.

   b) You laugh it off. It's a harmless joke.

   c) You tell an adult about it.

Now, check your answers.

ANSWERS:

1. **B** is the only safe answer! Never share personal info online.
2. **B** is the cyber-sensible thing to do. Unknown emails could be spam or could be much worse; they could contain viruses or disturbing content.
3. **C** is the right choice, even if it's tough to do. Bullying is never harmless or a joke.

PROTECTING YOURSELF FROM THE DARK SIDE OF THE INTERNET

Unlike a dark alley in a bad part of town, identifying the Internet's dark side can be a lot more difficult. That's because the dark side can hide in places that look bright and cheery, and can disguise itself as being safe and secure. **Know where the dark side hides and use your cyber-sense to stay in the light!**

HIDING PLACE #1

CHAT ROOMS

Your parents have probably always said, "Don't talk to strangers," but chatting is just that—talking to strangers. Because of this, chat rooms can be some of the most dangerous places on the Internet.

IT HAPPENED TO ME

I was chatting online one night when someone started to ask me weird questions. They wanted to know a whole bunch of personal stuff and kept asking me to send them pictures. I started to feel really uncomfortable. My mom was in the room so I told her what was going on. She helped me save the chat and then we logged out. Luckily, I've never met that person again.

—Andrea, 12

STAY OUT OF STRANGER DANGER

Be private.
Never give out your name, address, telephone number, or school name to anyone you don't know.

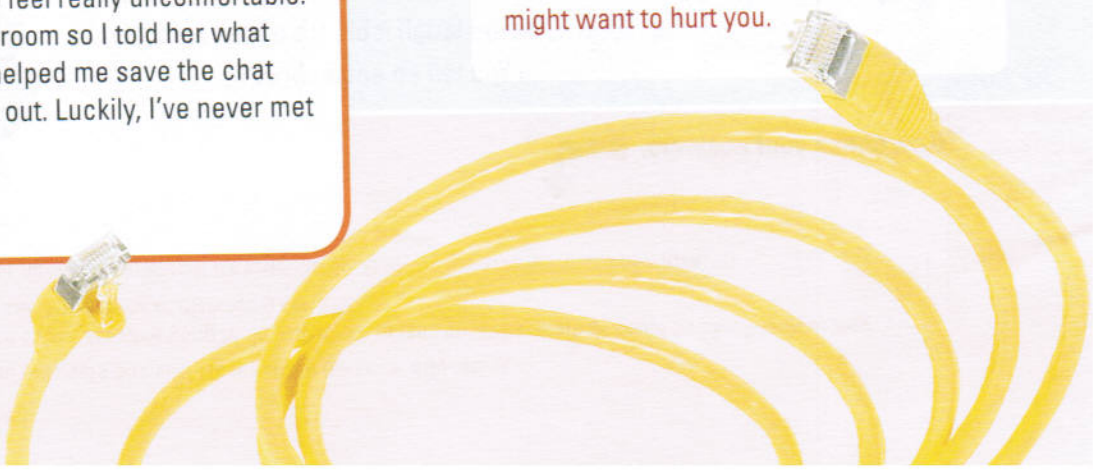
Use a simple, innocent-sounding nickname.
Sexyteen16 is a surefire way to attract the wrong type of attention.

Stay in charge of your chats.
If you feel pushed around or are being asked to do things you don't want to do, end the conversation.

Never send pictures online.
Once a picture enters cyberspace, anyone can see it or change it. You are no longer in control.

Save copies of chats that make you feel uncomfortable.
They can be used as evidence later on.

Never agree to meet someone you've met online in person.
A person you've met online and have chatted with dozens of times is still a stranger. It may feel like that person is a friend, but you never really know if he or she has told you the truth. He or she might want to hurt you.



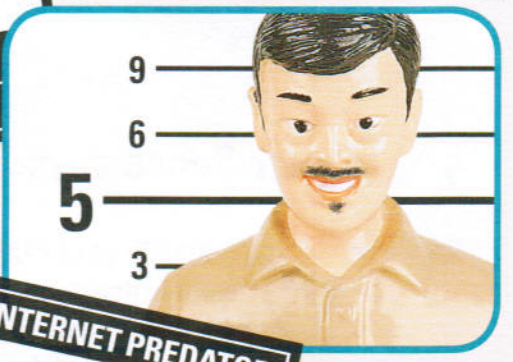
IT HAPPENED TO ME

I'm a huge fan of a local band and one night I found a site with some people chatting about them. I met a guy from another school in my town and we really hit it off. We talked for weeks and one day he mentioned that there was a concert coming up. He said we should meet up and go together. I had a car, so I said I'd pick him up. When I drove up to his house, a guy a lot older than me was standing in the doorway. He waved for me to come inside, but I knew something wasn't right. I freaked out and drove home. I had a reality check—not everyone is who they say they are.

—Chad, 16

INTERNET PROFILE
LEX
Age 16
Likes music

REALITY CHECK



INTERNET PREDATOR
LEROY
Age 43
Likes kids

It's important that you never agree to meet someone you've met online in person—unless your parents say it's okay and an adult you know and trust comes along with you.

Remember, the Internet doesn't give you any clues if the person you've met is telling you the truth. So, even if you feel like the girl you've met and chatted with for months is your new best friend, remember that that thirteen-year-old girl could be a forty-year-old man. **You never know for sure!**

HIDING PLACE #2

YOUR COMPUTER

Back in the days of snail-mail, a ticking envelope was a clear indication not to open a letter. But there are no such indicators when you're using the Internet! You can open something that's deadly to your computer or your personal information without even knowing it.

HOW TO DEFUSE HAZARDOUS EMAIL

1. **Log** into email account.
2. **Read** subject lines of messages—note attachments.
3. **Highlight** emails from people you don't know.
4. **Press** "delete."

Cyber-Sense says...

DOWNLOAD WITH CARE

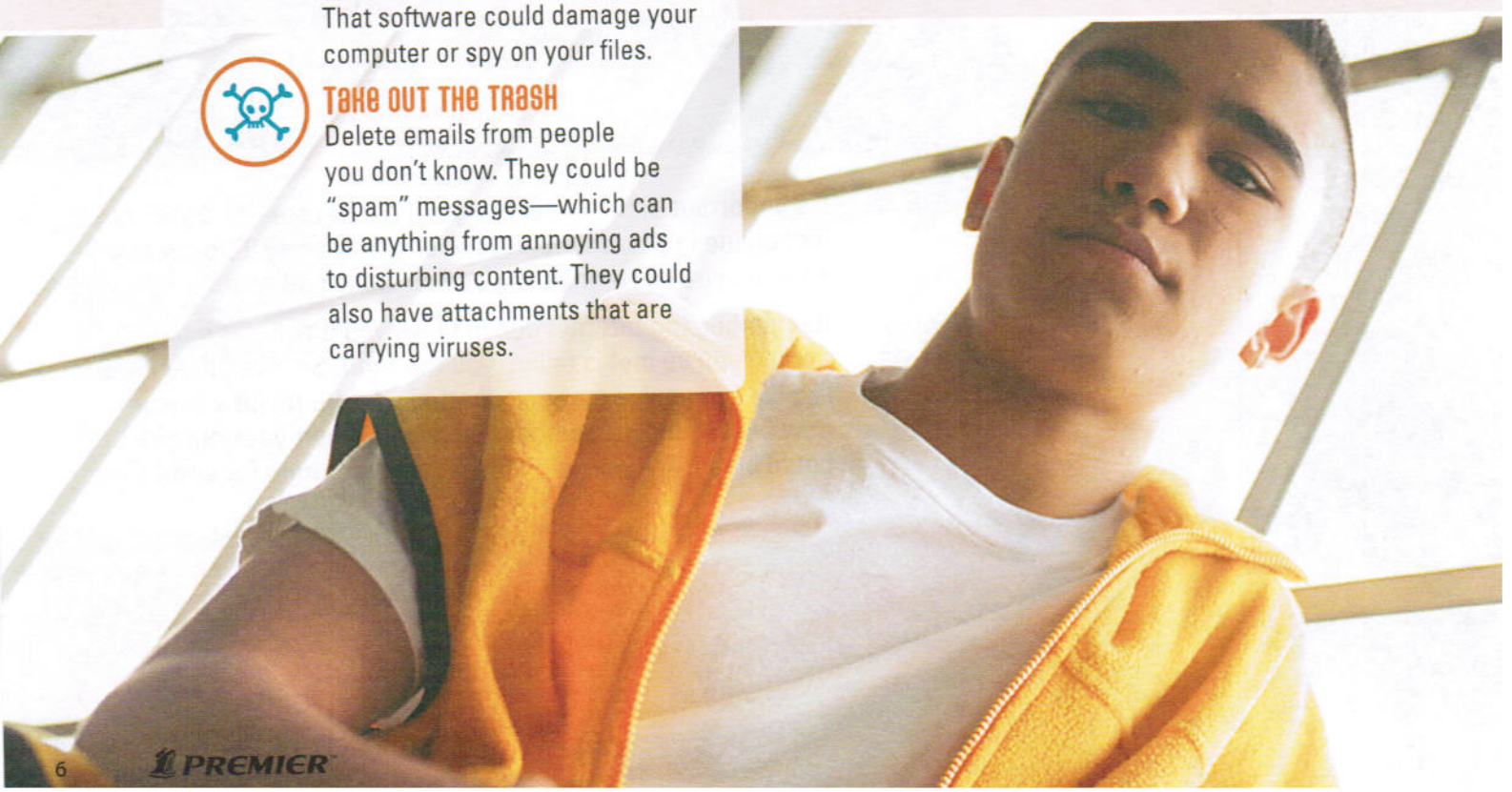
Your free download could come with a bonus gift—a virus that will infect your computer.

THINK ABOUT THE LINK

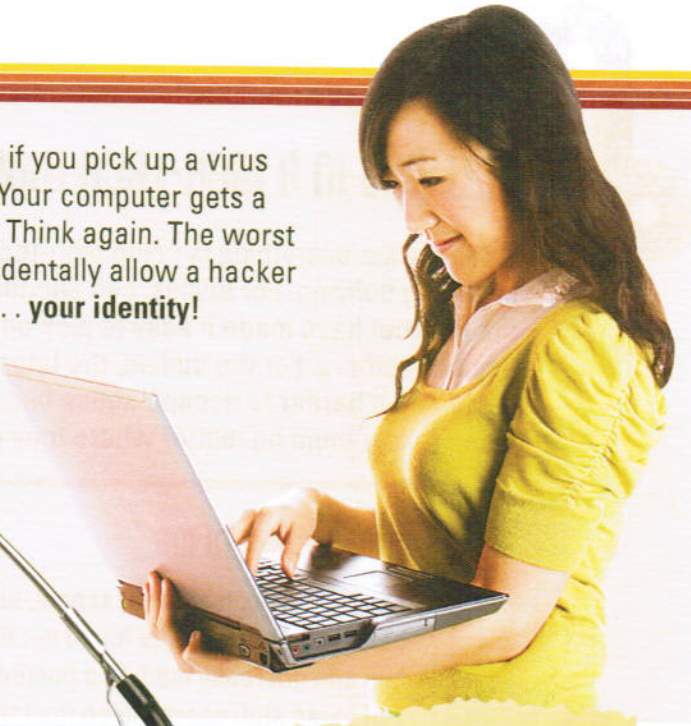
Clicking on an unknown link could download software into your computer automatically. That software could damage your computer or spy on your files.

TAKE OUT THE TRASH

Delete emails from people you don't know. They could be "spam" messages—which can be anything from annoying ads to disturbing content. They could also have attachments that are carrying viruses.



What's the worst that can happen if you pick up a virus when you're out surfing the 'net? Your computer gets a little slower? You lose a few files? Think again. The worst that could happen is that you accidentally allow a hacker into your computer and you lose . . . **your identity!**



A BAD CASE OF...

Can you diagnose these harmful viruses?

A program that downloads files with extensions common to spreadsheets, databases, or income tax files—files that could contain important personal information.

Diagnosis: **Downloader**

Software that counts the times you press keys in order to get passwords, pin numbers, account numbers, or credit card information.

Diagnosis: **Keylogger**

Programs that can take over your computer. The severity of a hijacking can range from annoying pop-ups, to pop-ups with disturbing content, to extreme cases of your Internet browser being completely overtaken.

Diagnosis: **Hijacker**

Although you might not be using account numbers or credit card information online, your parents might be.

Protect your family!

PROTECT YOUR IDENTITY

Use complicated passwords.
Passwords should be long and hard to guess. They should have a mixture of numbers, letters, and characters.

Use your cyber-sense.
Read what you're downloading.

Update your antivirus and program software.
Use the most recent programs to protect your computer. Scan your computer for viruses frequently.

BULLYING IN A HIGH-TECH WORLD

It seems like everything is going high-tech—including bullying. For bullies, cell phones and the Internet have made it easy to pick on and point out others. For the bullied, the Internet has made it harder to escape abuse because it can follow them no matter where they go.

Cyber bullying happens:

on websites
in chat rooms
in blogs
through email
on voicemail
through text messages

IT HAPPENED TO ME

I had a crush on a guy at school, but he had a girlfriend. His girlfriend found out that I liked him and got really mad. She posted a bunch of mean stuff about me on the Internet and started texting me. It seemed like I couldn't get away from her. I felt like I was being bullied 24/7.

—Kiesha, 13

Cy·ber bul·ly·ing

A form of bullying that uses different forms of technology to embarrass, ridicule, or hurt someone.

Common types of cyber bullying:

Flaming—Posting nasty messages about a person, or images of him or her, online.

Harrassment—Sending continuous hurtful messages to someone.

Impersonation—Pretending to be someone in order to post messages that can make him or her look bad.

Outing—Making someone's private information public by posting it on the Internet.

Gossip—Posting or passing along rumors about someone.

Cyber Survey

How common is cyber bullying?
Take the quiz and find out.

1. Have you ever been bullied online? → YES ☐ NO ☐

   If you answered yes, you are not alone. 42% of kids surveyed said they've been bullied online. 1 in 4 said that the bullying happened more than once.

2. Have you ever received hurtful or threatening email? → YES ☐ NO ☐

   If you answered yes, you've got company. 21% of kids have received mean-spirited email.

3. Have you said something mean to someone online? → YES ☐ NO ☐

   53% of kids have said something hurtful or unkind to someone online.

4. Have you told your parents or guardians when something hurtful or embarrassing has happened to you online? → YES ☐ NO ☐

   If you have, you're not alone. 42% of kids have told an adult when something mean or embarrassing happened online.

(Statistics source: www.isafe.org)

Cyber bullying is becoming more and more common every day. About half of kids using the Internet or who have cell phones have experienced cyber bullying. If you have been the victim of cyber bullying, it's important to remember that **you are not alone—and there are things you can do about it!**

A member of the School Specialty Family

Dealing with Cyber Bullying

Cyber bullies are often faceless. They can hide behind a computer screen and may never actually speak face-to-face with the person that they are bullying. But even though they are faceless, there are certain characteristics that all cyber bullies share:

- **Cyber bullies feel they're invisible.**
  Since they feel like they can't be seen, they think it's okay to say things that they may not say in real life.
- **Cyber bullies feel they're invincible.**
  They know that it's harder to catch them than if they bully someone face-to-face.

Even though cyber bullies are harder to point out, there are things that you can do to stop them.

Cyber-Sense says...

If you're being bullied:

Keep your cool

No matter how badly you want to respond to a cruel email, don't do it. Bullies want you to play the game. If you don't respond, you're not playing and the bullying might stop.

Shut the bully out

Block the bully's email address, screen name, or telephone number. Don't let the bully have access to you.

Tell the bully to stop

Tell the bully, clearly and strongly, that you want him or her to stop. If you can, tell the bully face-to-face. Take your friends with you for support.

It happened to me

I've been getting mean emails for the past few weeks. I don't know who's sending them, but whoever it is, they really don't like me. I also read some rude stuff about me on a website. I think the same person posted those messages, but I don't know for sure. I wish I knew who was doing this to me.

—Min, 12

If it continues:

Press Print/Save

If you receive a hurtful email, keep a record of it. You don't have to read it, but you should keep it on file. This will help you prove that you have been bullied.

Tell an Adult

Lots of people think that if they tell an adult, the situation will just get worse. It won't. Here's why:

- **Adults are good listeners.**
  Start by telling the adult that you just need him or her to listen. You don't want him or her to do anything to stop the bullying yet.
- **You can get new ideas.**
  You can discuss different ways to deal with bullying. The adult you're talking to may have experienced the same thing. Adults get bullied too!
- **Adults have power!**
  They can talk to principals, Internet providers, or cell phone companies. They can help take care of the problem in ways that the bully will never find out about.

If you know of someone who is being bullied, help him or her out. If he or she won't tell an adult, do it yourself.
YOU CAN HELP MAKE THE BULLYING STOP!

If it gets really bad:

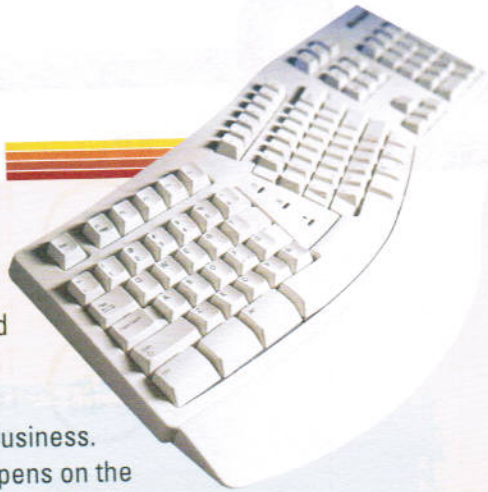
Call for Back-Up

Harassment, threats, blackmail, and intimidation are all illegal. Ask an adult to contact the police. The fear of police involvement might be just what the bully needs to get the point that what he or she is doing is **WRONG!**

DON'T BE A BULLY!

>> Think before you type.
>> Never send messages when you're mad.
>> Focus on the other person's feelings.
>> Be mindful of your morals.

Becoming Respectful Internet Citizens



Citizens of the 'Net

The Internet is its own world. It has its own rules, language, and expectations of how to act. You are a citizen in this world. What kind of citizen are you?

The Observer: You mind your own business. You watch what happens on the Internet but don't really take part.

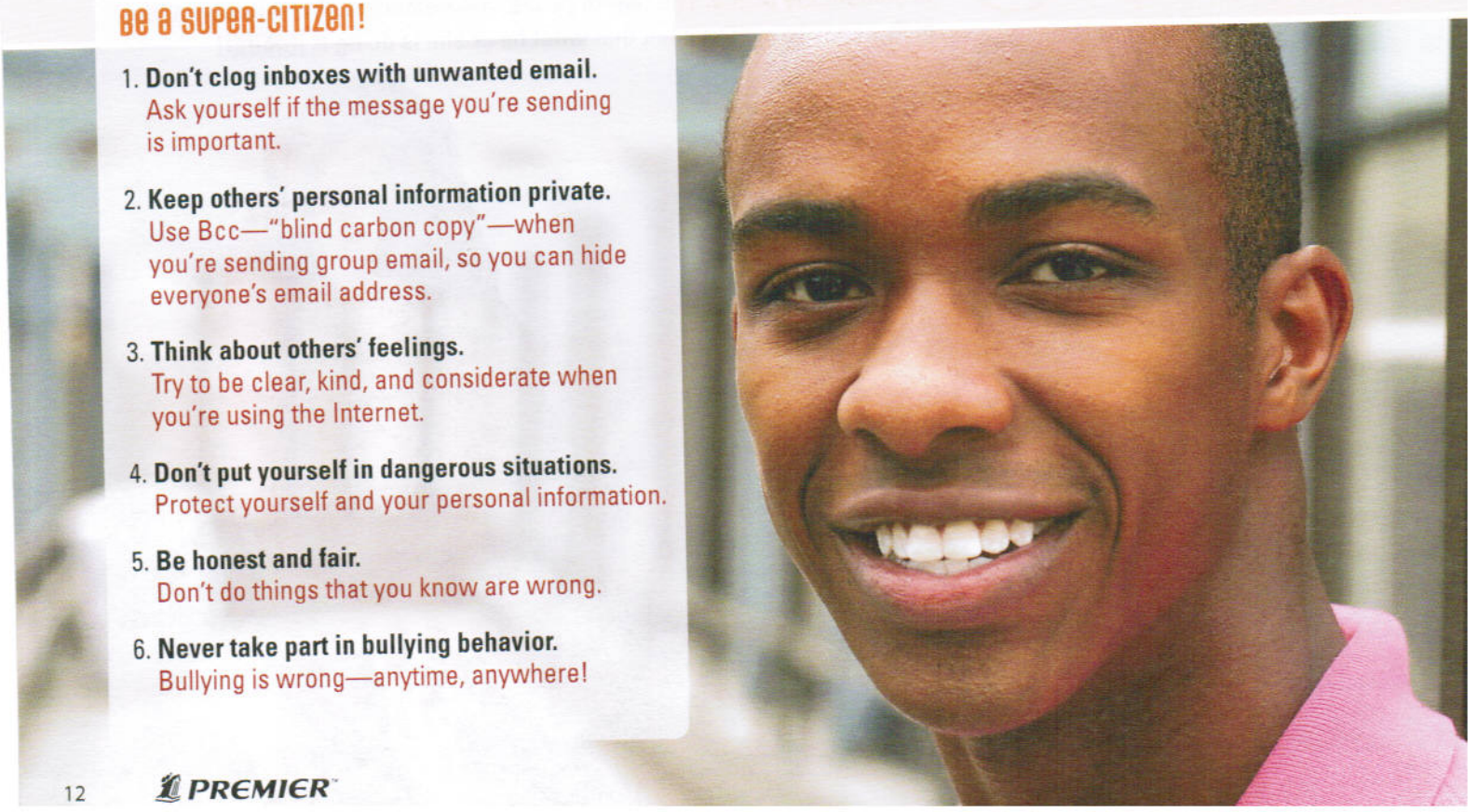
The Alter-Ego: You become a different person when you are online. You do and say things you wouldn't in real life. You feel like you're invisible online so it's okay to break a few rules.

The Follower: You feel that if your friends are doing it, it's okay for you to do it too.

The Super-Citizen: You always think about how other people feel when you're online. You follow the rules that your family has created for using the Internet.

Be a Super-Citizen!

1. **Don't clog inboxes with unwanted email.** Ask yourself if the message you're sending is important.
2. **Keep others' personal information private.** Use Bcc—"blind carbon copy"—when you're sending group email, so you can hide everyone's email address.
3. **Think about others' feelings.** Try to be clear, kind, and considerate when you're using the Internet.
4. **Don't put yourself in dangerous situations.** Protect yourself and your personal information.
5. **Be honest and fair.** Don't do things that you know are wrong.
6. **Never take part in bullying behavior.** Bullying is wrong—anytime, anywhere!



If you're ever doing something you think might not be right, try the **respect effect**. Imagine telling someone you love and respect about something you want to do. It can help put things into perspective.

The Respect Effect

Name one person you really love and respect. Write their name in the blank below and read the sentences.

_____, I just wanted you to know that:

1. I have posted an inappropriate picture of myself on the Internet.
2. I have posted hurtful things on the Internet about someone.
3. I have agreed to meet someone I met online in person.

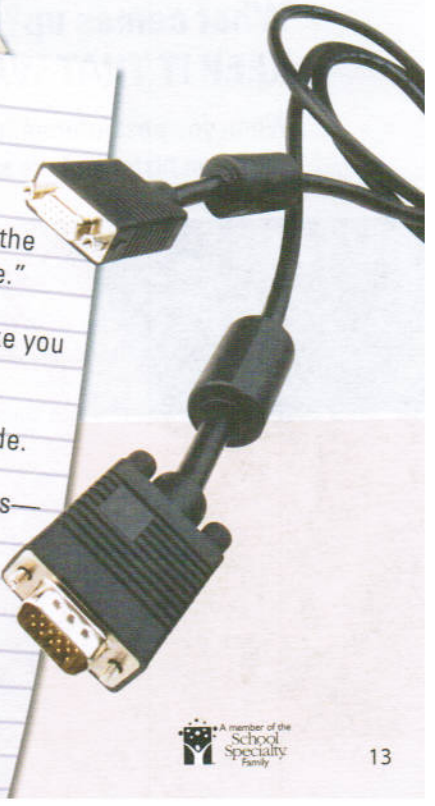
Makes you think twice, doesn't it?

Do your actions in life and on the 'net reflect who you are and who you want to be?

Mind Your Manners

An easy way to show respect on the Internet is to use your "Netiquette."

1. Use your **best** manners—just like you would at home or school.
2. **Don't** use bad language or be rude.
3. **Don't** write using all capital letters—it's like SHOUTING!
4. **Never** break the law.
5. **Be** patient and forgiving.
6. **Make sure** people know when you're joking.



USING THE INTERNET RESPONSIBLY

It's your job to be responsible when you're using the Internet. If you're not, there are a lot of consequences.

Before you post something online ask yourself this:

> **Will this picture or information damage my reputation?**

> **How will I feel if my parents, grandparents, future husband or wife, or future kids see this?**

> **Will this picture or information affect my chances of getting a job in the future?**

CONSEQUENCE #1

YOUR EMBARRASSMENT

Remember that the Internet is a public forum. Anyone can put something on the Internet, and anyone can see it. Whatever you post on the Internet could be read by your parents, grandparents, principal, and so on.

CONSEQUENCE #2

YOUR REPUTATION

Everything you do and say on the Internet is recorded and leaves a type of cyber-footprint. Most of those footprints will stay online for a long time, maybe even forever.

G O O G L E YOURSELF.

What comes up? Nothing embarrassing?—
KEEP IT THAT WAY!

When you post information about yourself on the Internet, you are creating your own history. Make sure it's not a history that you will be ashamed of!

IT HAPPENED TO ME

I got called to the principal's office today. I thought something bad had happened because my parents were there, but the principal asked me about my blog. She asked me about some stuff I'd written and some pictures I'd posted. I was so embarrassed. My blog is for my friends, not my parents and principal. I wanted to crawl under my chair.

—Emma, 13

Making mistakes on the Internet doesn't make you a bad person. However, you must take responsibility for your actions and try to make things right.

Cyber Survey

We all make mistakes. Discuss the following situations with your friends and compare what you would do.

1. Your parents told you a thousand times never to post a picture of yourself on the Internet, but you did anyway. Now the person you sent the picture to is threatening to post your picture all over the web unless you do what he wants. What would you do?

2. You accidentally downloaded something to your family's computer and now offensive pop-ups won't stop opening up. You don't know how to fix the problem. What would you do?

3. You are going to meet a friend that you met online. Your parents don't know that you're going. You get to the place you agreed to meet and you realize that *sweetsally12* is actually *scarybarry45*. What would you do?

4. You've just taken part in an online fight. You said a lot of hurtful and embarrassing things. You feel terrible. What would you do?

Now, compare your answers to what you should do.

1. **Fess up.** It might be embarrassing and you might get into trouble, but if you don't tell, you could be putting yourself in a much more embarrassing or dangerous situation. Only post your picture on the Internet after your parents say it's okay.

2. **Turn off your screen and ask an adult for help.** Rude or embarrassing pop-ups might make you feel embarrassed, but remember that they aren't your fault. You've downloaded a virus. Know what you're downloading before you click "OK."

3. **Run! Get away as soon as possible and call for help.** Call an adult you trust, the police, or even someone close by on the street. Whatever you do, don't go with the person. Never meet in person someone you've met on the Internet.

4. **Apologize—on the Internet and in person.** Everyone can get caught up in the heat of the moment, but you must say that you're sorry. Never send or post comments when you're angry. Wait until you've cooled down and think very carefully about what you're going to say.

Taking the Surfer's Pledge

STAY ALERT

I _____ will work to be a responsible and respectful citizen of the Internet. I understand that not using the Internet respectfully or responsibly could have serious consequences, such as personal danger or unwanted trouble.

Therefore, I will always use my cyber-sense and:

NEVER SHARE any of my personal information online.

NEVER POST OR SEND PICTURES of myself online without getting my parent or guardian's permission first.

NEVER MEET someone I've met online in person without getting my parent or guardian's permission first. If I am allowed to meet someone I've met online, I will bring an adult with me for my first meeting.

WILL TELL an adult if anything on the Internet makes me feel uncomfortable, scared, or upset.

WILL DO my best to protect my computer from viruses.

WILL PROTECT my identity and the identity of my family members.

WILL SHOW RESPECT to those I communicate with on the Internet.

WILL NOT send or post hurtful messages.

WILL TELL an adult if I am being bullied online.

_____ _____

sign date

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