



## **1. Do not open email attachments from an unknown sender**

Never open email attachments, or click on links, from people you don't know. Delete the email immediately. It could contain viruses that automatically infect your device if opened.

## **2. Protect your password and personal details**

Don't give out your passwords or other personal details to anyone. When you're online, be careful about what you say about yourself, where you live, and other personal details.

## **3. Log out of online accounts when you've finished working**

Don't save passwords on websites and don't stay logged in when you walk away from the computer or mobile phone. Otherwise the next person who uses that computer could get into your account.

## **4. Wait before you post something**

Don't post anything that may damage or harm your reputation. People will judge you based on how you appear to them online. They may deny you opportunities based on this (jobs, scholarships, internships).

## **5. Don't send sexual pictures**

Before posting or sending a sexy photo of yourself consider if it is something you would want your parents or the rest of the world to see. Bullies can use this picture to make your life miserable.

## **6. Set up privacy controls**

Most social networking sites like Facebook offer the ability to share certain information with friends only. But these settings must be set up in order to ensure maximum protection.

## **7. "Google" yourself**

Search for your name on search engines (e.g. Google, Bing, Yahoo). Take down anything you don't wish to be public.

## **8. Educate yourself**

Cyberbullying takes place using mobile phones, computers and tablets as well as communication tools including social media and text messages: <http://www.stopbullying.gov/cyberbullying/>

## **9. Don't be a cyberbully yourself**

Don't reply to or forward bullying or threatening messages or emails as this could make matters worse. It will also let bullies know that they have contacted a 'real' person or email address.

## **10. Don't be a victim – take action**

If you feel you are being bullied talk to someone you trust. Serious bullying should be reported to the police (e.g. threats of physical or sexual nature). You can also block senders. If you receive bullying messages, save them.

# \*\*\*\* WELFARE OFFICER \*\*\*\*

**Susana is the Welfare Officer for IH London**



**Please speak to Susana if you have any personal problems or if you are worried about anything or anyone.**

**You can find her at reception or you can email her on [welfare.officer@ihlondon.com](mailto:welfare.officer@ihlondon.com)**