Use this document with the glossary

A helper should take you through this guide

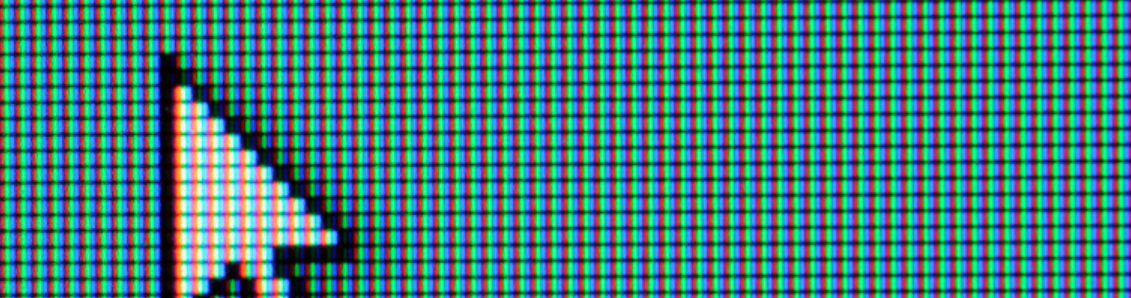Beginner's guide to

Your family
5.1 Internet safety with children

In this activity you will go through some of the steps you can take to protect children online.

What will I learn?
- How to manage your computer to help your children be safe
- How to help your children be safe when they search and view content
- How to help your children avoid risks from strangers or bullying.

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How do I do it?

Be safe! If you're using this hand-out on a shared or public computer, remember to:

- **Log on using a 'strong password': one that includes upper and lower case letters, numbers, and isn't something that someone else could guess.**
- **Never share or write down your password.**
- **Log out when you're finished.**

The web links referred to throughout this document can be found in the Useful Links section at the end.

How might children use the Internet, and what can I do to help them stay safe?

1. The Internet is part of children's lives. They've grown up with it and today it's all around them.

   Many children now have devices that can connect to the internet from their bedroom. This means that unlike at school or when using your family computer, they may often go online where you or another adult can't keep an eye on what they do.

   This handout will help you protect your children whenever they go online. It will help you manage how they use the Internet at home, and help them make safe decisions when out and about or when going online independently.

You will be able to:

- Help your children avoid risks and ask for help when they need it.
- Manage how your children use your family computer.
- Help your children stay safe when they search the web or social networks.
- Find expert advice on Internet safety when you need it.

How can I help my children avoid risks and ask for help when they need it?

2. Like you, your children use the Internet to find information, enjoy entertainment and socialise with friends. Use the ideas that follow to help your children build awareness and skills they can use wherever and whenever they go online.

   Your support and guidance can help children think about how they use the Internet and to stay safe when they search for and view websites and other online content.

3. Make talking about the Internet as normal as talking about their school and social lives. When they are used to telling you about wha they have enjoyed, your children will be more comfortable telling you about any bad stuf they see.

   - Show interest in what they do online, rather than interrogating them!

   - Share what you find and do online – make these two-way conversations.

4. Set a good example to your children. You can be their most important source of protection:

   - Use the Internet together. Show them how you are a safe Internet user yourself and teach them how to make safe decisions when online.

   - Be open about the benefits and dangers of the Internet, and emphasise the importance of Internet safety.

   - Let them know that they can always come to you for help, even if they think they have done something wrong.

   - Help them learn from their mistakes.

5. Your children's school may provide Internet safety information for parents. Find out if they do, and talk about these rules with your child.

   - Ask them how they have learned to stay safe online. What hints and tips can they share with you?

6. Be clear with children about what you expect them to do and not do online, so they know from the outset what your rules are. How can I keep my information safe on our family computer?

7. If you have a computer shared by your family, it is a good idea to place it in a public part of your home, like the kitchen or living room. You'll be used to keeping tabs on your children from the corner of your eye – and there's no reason this can't work when they're online.

8. If you share a computer as a family, remember to protect your own personal information so your children can't use or share it. This can also prevent them from accessing websites in your name, which could even include your bank account:

   - Make sure your user account on your computer is password-protected.

   - Don't give children user accountsthat can let them change your computer's security settings (administrative accounts).

   - Use a different strong password, as described at the start of this guide, for each web account you use,such as Facebook, Google, YouTube, eBay, Amazon, iPlayer, your bank etc.

   - Some sites have an option to automatically remember your user name and password. This may save you time, but it might let your children log in as you, so it's best to log in manually each time.

   - Always log out from these sites when you've finished using them.

9. If you store sensitive information in files of folders on your computer, such as financial information, you also need to keep this safe.

   - Use the menu tools in Windows and in your word processing or spreadsheet software to protect files and folderswith passwords.

How can I manage how children use our family computer?

10. Many families have the Microsoft Windows operating system on their computer. Windows 7 has a feature called Parental Controls whilst Windows 8 has similar features called Family Safety. By giving each user of the computer a named 'non-administrator' account, it is possible to set limits on how the computer is used. This allows your family to use the computer safely without you needing to be present all the time.

  • Download the guide using the link in 'Useful Links'

  • Follow the guide to set up the controls you require

11. BT like many Internet Service Providers provide a range of tools to help you better manage how your family use the internet:

  • BT Parental Control Filters allows you to filter content that can be seen on all devices connected to your home hub, as well as when you connect to UK BT Wi-Fi hotspots using your BT ID

  • BT Family Protection Software is software that works on PCs and Macs, and can be used to block inappropriate content on specific computers

  • Follow the BT references in useful links for a range of helpful information.

How can I help my children stay safe when searching the web?

12. Your children will often search the Internet and Google™ is often the first port of call. You should be aware that you, or your children, might come across inappropriate content during a search, even if searching the most seemingly harmless of topics.

Google SafeSearch is a feature which helps you keep adult content out of search results. While no filter is 100% accurate, SafeSearch helps you, and your children, avoid inappropriate content.

13. BT has produced a separate step-by-step guide to setting up Google SafeSearch.

  • Download the guide using the link in 'Useful Links'.

  • Follow the guide to set up Google Safe Search on your family computers.

You can use SafeSearch to make web searches safer on a family computer as well as on your children's own computers.

  • Why not involve them in setting up SafeSearch and use this as a way to discuss Internet safety with them?

14. When you browse the web, many websites put a small text file on your computer called a cookie. Some cookies can help by remembering preferences you have given a website, while others are used to provide you with advertising based on your interests, or to measure how popular a website is. Their role is to improve and tailor your overall experience.
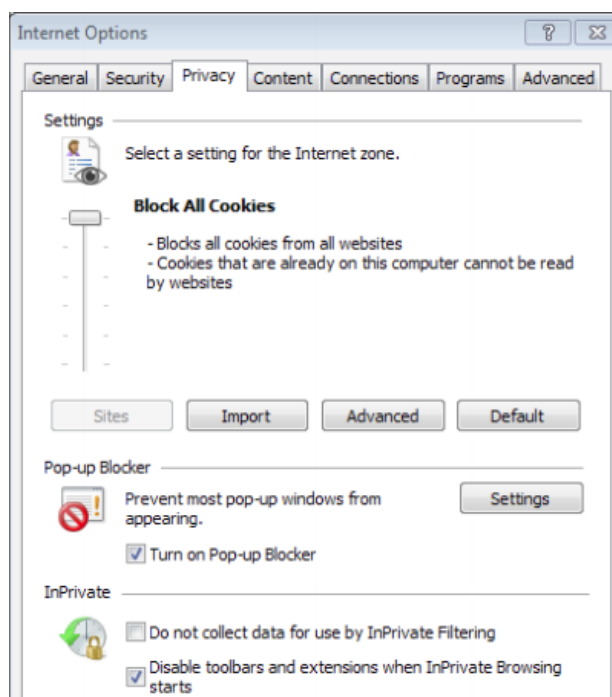
Blocking all cookies can help protect your privacy, but it might also limit your experience on some websites. You can start by blocking all cookies, then allow them as needed for websites that you trust.

To manage how your browser stores cookies:

- Open your web browser (e.g. Internet Explorer, Google Chrome or Firefox) then use your menu to open the 'options' or 'preferences' panel.

- Choose whether to allow cookies from all websites or not (you can also choose just to block cookies from certain sites).

- Choose whether to allow third-party cookies, which are the cookies left by banner adverts on a site. Your options or preferences panel will also let you delete the cookies already stored on your computer.

Your options or preferences panel will also let you delete the cookies already stored on your computer.
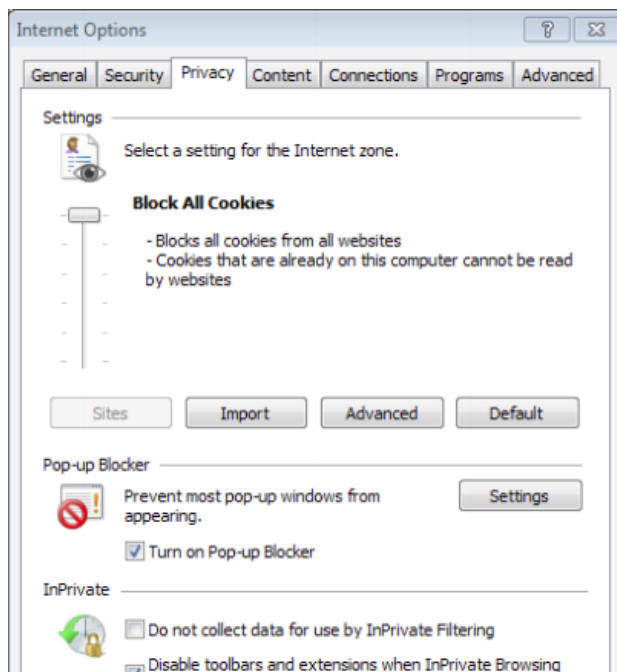
How can I help my children stay safe when using social networks?

15. Helping your child stay safe on Facebook, or any other social network, requires a slightly different approach from other types of site. Rather than setting parental controls, you need to look at privacy settings.

These control who can see information and how your child can manage the different kinds of interaction within their network of friends, friends of friends and the public. If your child has a Facebook profile (timeline) they have control of their own privacy settings, so you may want to talk these through together.

Facebook automatically places some restrictions on profiles for children registered as being under 18. This means they can only share posts with their friends or 'friends of their friends'. Remember that the age limit for registering on Facebook is 13 - however. Facebook is not able to verify ages, so this is no guarantee.

16. BT has produced a separate step-by-step guide to understanding how children can share information on Facebook and managing privacy settings.

- Download the guide using the link in 'Useful Links'.

- Follow the guide to set the privacy settings on your family computers.

17. Your children may visit other websites where they can interact with others. It's important that children know that they shouldn't share personal information online. This includes anything that could identify them or be used to steal their identity (or yours), such as their:

- Full or real name
- Nicknames
- Birthday
- Address
- Mobile or home phone number
- Family details
- Favourite pets, places, things or friends
- School name or address

Instead, encourage children to use a different identity online, which can't be linked to their real person.

Where can I find more advice to help my children stay safe online?

18. There are many other sources of expert advice to help you protect your children when they go online.

19. Have a look at IntenetMatters.org and Thinkuknow from helpful links for further advice on protecting your children whilst using the Internet.

20. For more information on how to protect yourself online using BT products and services, including a range of How to Guides **http://www.bt.com/safety**

Quiz yourself

- How and when do my children go online?
- What do they do and what sites do they visit?
- How can I set a good example when I'm online myself?
- What advice can I give to help my children stay safe online?
- How can I use the settings on my computer and on websites like Google and Facebook to help my children stay safe?
- Where can I get more advice and help?

Try your new skills

- Plan a chat with your children about Internet safety. Make notes on what you will say about ground rules, being honest and open, and the tips you will share about being safe online.
- Think about how you can show interest in what they do online, involve them in setting rules, and manage your and their computers.
- Think about how you might manage how different devices, like computers, tablets and smart phones, access the Internet at home.
- List any actions you want to take to set up computer or Internet safety features at home, including managing your own passwords and your children's privacy settings.

Write down any notes that will help you:

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My learning checklist

☐ I can how and when a child might go online and what sites that mioght visit

☐ I can list and explain some of the dangers my child might find online.

☐ I have created ground rules for how they will access the Internet at home.

☐ I have planned how I will work with my children to encourage them to be open and honest about their online activity at home and when out and about.

☐ I can think of ways I can remind them regularly to be safe online.

☐ I know how I can use settings on my computer and software to help them and to protect my own privacy.

☐ I know where to seek advice if my child is being bullied online or is worried about something they have seen or experienced, and have shown my child how to respond themselves.

Top tips

- Make a short list of rules and print them out. You could use this to help with your discussion and even make some reminder stickers to put near your family computer.

- Make talking about Internet safety a regular and informal thing at home – not a big issue.

- Remember to keep up to date both with developments in technology and, as your child grows up, changes in the way they use the Internet. You can do this by periodically checking out the websites under Useful Links for the latest information on keeping your child safe online.

Where next?

- Visit the BT Internet safety web link to find out more about staying safe online.

- Download and use BT's guides to parental controls, safe searches and privacy settings.

- Read Beginner's guides 2.2 and 2.3 on Internet safety.

- Find out if your child's school has a bullying policy that extends to online or phone bullying outside of school.

- Visit websites that your children use, and find out more about them.

- Help your child be safe when using email by practising what they have learned about not sharing personal information.

- Visit the Thinkuknow web links with your children, watch the videos and read the guidance together.

Write down any notes that will help you:

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Useful Links
You may want to use these links in your session:

For more information on how to protect yourself online using BT products and services, including a range of How to Guides
http://www.bt.com/safety

BT privacy FAQ on Cookies
https://home.bt.com/pages/cookies/more-about-cookies.html

InternetMatters.org
http://www.internetmatters.org/

Thinkuknow – advice for children from the Child Exploitation and Online Protection (CEOP) centre
http://www.thinkuknow.co.uk

Child Exploitation and Online Protection (CEOP) centre
http://www.ceop.police.uk

CEOP browser tools for children
http://www.thinkuknow.co.uk/parents/browser-safety

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