

Basics

Beginner's guide to



Internet basics

2.2 Staying safe online

This activity will help you register safely online and take care when you share personal information.

What will I learn?

- What identity theft is and how to prevent it
- How to be safe when you register online
- How to keep your information private

-  Use this document with the glossary
-  A helper should take you through this guide



Submit



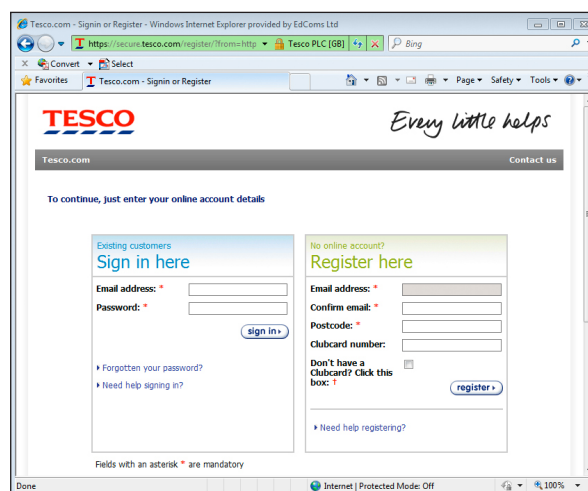
How do I do it?

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.

3. Go to the Tesco registration page, using your web browser. You don't need to actually register – just explore this page:



Tesco registration web page

What is identity theft?

1. Identify theft, or ID theft, happens when someone steals personal information that you have put online and uses this to steal from you or other people. This information can include your name, address, email address, phone numbers, passwords and bank account details.
 - Visit the Get Safe Online site using the web address in 'Useful Links'. Scroll down the web page and click on the 'videos' web link.
 - Watch the ID theft video to find out more. Click on the video to make it play in your web browser.

How can I be safe when I register online?

2. Some Internet sites ask you to register with them. When you share information with a website, it's important to be safe and only share information with sites you can trust.

- Look at the web address: **www.tesco.com** is the web page that you'll find printed on Tesco goods and leaflets. This is one way to know that this is the real Tesco website.
- It starts with **https**, not http. This shows that you are on a secure web page, where it's safe to share personal information with this website.
- Click on 'Contact us', and then on the 'Contact us' button near the top of the next page. Scroll down to find **postal addresses** – another sign you can be confident that the site is genuine. If a site does not have a postal address that you can check up on, especially sites that ask for financial information like bank details or card numbers, then they should not be trusted.

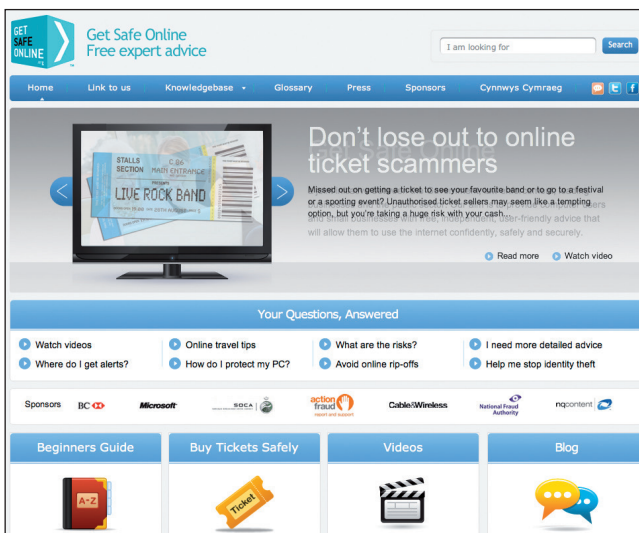
4. Now look at 'Sign in here'. You need your email address and a password. This is normally how you access a site that you've registered with. Each time you visit the site, you need to enter your email address (or another username that you choose) and your password. That way, the site knows it's really you.

It's important to protect your information using a 'strong' password that someone else won't guess.

- Visit the Get Safe Online web link.
- Scroll down and click on 'videos', and then click to watch the 'Strong passwords' video.
- Now go to the search bar at the top of the Get Safe Online web page, enter 'strong passwords' and click 'search'. Click on the top result and explore more about strong passwords.

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Example of a strong password



Get Safe Online web page

How can I keep my information private?

5. The Internet is a great way to keep in touch and share information with friends and family. But any personal information you put online can be gathered and used by someone else.
- Go back to the Get Safe Online video page and watch 'Protect your privacy'.
 - Remember not to share or put online any information that might be used to steal your identity.

Remember that there is a difference between sharing personal information with a website, and sharing this information with other people online.

If you follow the advice on this hand-out and in the videos, you will be able to tell whether you can trust a website that asks you for personal information. Trusted sites won't share this information or make it public.

Never share personal information with another person online, for example if exchanging emails or web chat with someone that you don't know personally, or by adding it to online profiles, web pages, blogs or chat room posts.



If you're not confident about registering on a site, you could ask a close friend or family member that you trust to help you.

My learning checklist

- I can explain what identify theft is and how people might get my personal information.
- I can choose and remember strong passwords.
- I can list personal information that I should keep private.
- I know not to post personal information on the Internet.
- A web page which starts with https, is secure and you can safely share personal information with this website.

Top tips

- Always make sure you're registering with a safe site.
- When you register, you'll often be invited to 'opt in' to emails and other marketing, and the site might also ask to share your information with other companies. Read these sections carefully: you'll either need to tick a box, or remove a tick, so make sure you choose the right option.
- Change your strong passwords often, and use a different one for each site. Never write down your passwords.
- If you're using a public computer to register with a site or enter a password, close the web browser when you're finished.
- Think before posting personal information online and don't share pictures of children online.

Write down any notes that will help you:

Where next?

- Many websites store tiny bits of data called 'cookies' on your computer. These allow the site to recognise your computer in the future. They are used as part of the login process and also help other websites show you adverts that are based on your browsing history. It's important to clear the cookies if you've been using a public computer. Use a search engine to find out how to clear cookies from your web browser.
- You can also be fooled into sharing personal information when chatting online with a stranger. Visit the Chat Danger web link to find out more about staying safe when chatting online – and remember that the dangers of online chat don't just apply to children.



If you are using a public computer, remember to change the settings back to how they were.

Useful Links

You may want to use these links in your session:

Get Safe Online:

<http://www.getsafeonline.org>

Tesco registration page:

<https://secure.tesco.com/register/>

Chat Danger:

<http://www.chatdanger.com>

InternetMatters.org

<http://www.internetmatters.org/>

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