

An Internet Security Policy for Our Family

These rules apply to all of our technology including our laptops, personal computers, cell phones and smart phones. These rules apply whether we are at school, at work, at our friend's house or any other place where we access the Internet.

1. We believe computer security is important to everyone in our family. We update our security tools and services and try to keep up to date on new online threats.
2. We always strive to be respectful and professional when communicating over the Internet. We avoid fighting, swearing or gossiping and never respond to mean or insulting messages that try to make us feel uncomfortable. We block Internet users like this and then tell trusted adults about the messages.
3. We always type the websites address or use a trusted search engine to find the websites we wish to visit rather than clicking on a link to direct us there. We are careful when checking our emails, downloading pictures, reading text from unknown sources or visiting web sites we are not familiar with.
4. We stop and think before opening email attachments because we are unsure of what's inside or might be infected with malware.
5. We are protective of email addresses. We delete senders email addresses before forwarding messages onward. We use the "Bcc" feature when sending emails to multiple recipients.
6. We never respond to spam or junk mail. We keep a primary email address for friends and family and a secondary email for other purposes.
7. We are selective with our personal identifying information (PII) such as names, addresses, birthdates, school names, credit cards and other unique information. We are very careful when sending PII through email.
8. We are selective with the personal pictures we post online of ourselves or others knowing that any photo could be used for other purposes including cyber bullying, identity crime or fraud.
9. We always use difficult to guess passwords, we don't tell anyone our passwords and we change them often. We share our passwords with our parents. We try to use different passwords on every website we visit.
10. We understand that people may not be who they say they are on the Internet. Therefore, we never arrange a face-to-face meeting with people we've only known online. We keep our parents involved in all real world meetings.
11. We speak up and tell a trusted adult if we see something on the Internet that is wrong, inappropriate or criminal in nature. We try to be good online citizens and report things like this to adults.
12. We will share information with others that helps us have fun, stay safe and learn new things online.

We all agree to these ideas and will follow this agreement to the best of our abilities. Date: _____

Family signatures:

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on the dotted line...

A family computer contract.

1. We believe computer security is the business of everyone in this home.
2. We do not fight, swear or gossip in e-mails or IMs. We never respond to inflammatory, obscene or insulting emails or to messages that are mean or in any way make us feel uncomfortable.
3. We never download pictures, freeware, shareware or text from unknown sources or web sites we don't trust. We understand that plagiarism is cheating and pirating music, movies and games is stealing.
4. We never open e-mail attachments from an unknown person or company. We don't follow links to websites through e-mail or click on pop-ups.
5. We respect our friend's e-mail privacy by deleting forwarded e-mail addresses before sending these messages onward. We use the "Bcc" feature when sending messages from our address book to others to protect our e-mail list and contacts.

continued on back side

Family computer contract, continued

By our signatures, our family agrees to follow these computer rules:

6. We never respond to Spam or junk mail. We keep our primary e-mail address only for use by our friends and family.
7. We don't give out personal identifying information such as our name, address, date of birth, school name, phone number on a website or to people we meet online.
8. We do not post personal pictures on the Internet of ourselves or other people. We respect privacy and don't send personal or credit card information through e-mail.
9. We only shop at web sites that are respectful of our security and privacy.
10. We always use passwords and we change them often. We do not give out our internet passwords to anyone – even best friends – other than our parents.
11. We understand that people may not be who they say they are in chat rooms and in social networking sites.
12. We never arrange face-to-face meetings with someone we met on the Internet or in a chat room without notifying a parent or guardian.
13. We speak up and tell someone if we see something on the internet that is wrong, inappropriate or criminal in nature. We will be good online citizens and not do anything that hurts other people or is against the law.



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How do you stay safe . . . with e-mail and instant messages?

**E-mail and IM. It is quick. Easy.
Direct. But it is not always secure.**

- Do not send sensitive photographs, personal, financial or confidential information via e-mail or in an instant message (IM).
- Ensure that online profiles do not contain personal identifying information – name, age, date of birth, address, phone number or school name. Use age and gender neutral names.
- Always ask, “Would I say this to someone’s face?” If not, do not say it in an e-mail or IM.
- Delete online contacts you do not recognize.
- Give your cell number out only to people you know and trust. Never give anyone else’s number out without permission. Do not post your cell phone number online.

turn for more tips on e-mail and instant messaging

Keeping safe with e-mail and IM:

- Never reply to text messages or open attachments from people you do not know. If in doubt, delete the file and use the telephone.
- Never take pictures of anyone with your cellphone, without their permission.
- Learn to recognize Spam and delete it before reading. Do not forward or reply to Spam. Close your preview panel.
- Avoid clicking on links. Not all links are legitimate: they may contain malicious codes like viruses or they may redirect you to undesirable sites.
- Be selective with your primary e-mail address and use a secondary e-mail address for all other purposes like entering contests.
- When sending e-mails to multiple recipients, place your friends and families personal e-mail addresses in the Blind Carbon Copy (Bcc) area. This will prevent exposing their e-mail address in cyber space.
- Invest in protective software programs, anti-virus, firewall, Spam blocker and antispyware technology. Keep them up-to-date to be sure they continue to do their job as new technologies evolve.
- Be aware of your families e-mail and IM activities. Teach them to expect that you will view their online profiles. Ensure rules of good behavior remain intact when on the computer.



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www.calgarypolice.ca
www.chatdanger.com
www.missingkids.com
www.kidshealth.org
www.cybercop.net
www.youthlinkcalgary.com
www.badguypatrol.ca

How do you stay safe . . . communicating on-line?

4

Protecting yourself:

- Keep personal identifying information – name, age, date of birth, address, phone number, photographs, school name – off websites and social networking sites.
- Use gender and age neutral names when online. Use nicknames that are different from screen names.
- Be modest. Go slow. Flirting online is not advised.
- Be cautious when using photos. Photos can be removed and used by third parties. Be mindful how a photo represents you.
- Exit from conversations that make you feel uncomfortable or at risk. Do not worry about offending anyone in this situation and block senders from future contact.

turn for more tips

Staying safe on-line ...

- Do not reply to glaring or harassing messages. Right and wrong is the same on the internet as it is in real life.
- When sending personal information, send it as a "personal message" rather than as a "comment". Comments are visible to the public.
- Keep online friendships in the virtual world. Online friends may not be who they say they are.
- Stay in the public area in chat rooms. Stay out of private or whisper sessions. Do not get talked into web camera conversations with strangers.

Parents . . .

- Be an online guest and experience the sites and chat rooms that you allow your children to visit.
- Know the user name and password for your child's social networking sites and e-mail accounts.
- View your child's profile on a regular basis knowing everything on the Internet is public. Nothing stays confidential. Stress that the same rules apply to cellphones that have internet access.
- Always be involved in your family's internet activities.

Check it out



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www.calgarypolice.ca
www.cyberwise.ca
www.media-awareness.ca
www.getwebwise.ca
www.internet101.ca
www.youthlinkcalgary.com
www.netsmartz.org
www.cybertip.ca

How do you stay safe . . . when you surf the 'net ?

3

Surfing on the internet can be fun and provide great learning opportunities. Know how the internet works. Learn what is legitimate and what to question.

- Sign an internet family contract and establish rules together. Ensure the rules extend to cell phones and internet use away from home. Sample family contracts are available on the URL sites listed on the card back.
- Encourage your kids to share their online experiences. Surf with them, while explaining what is and is not appropriate.

turn for tips on surfing

Surf Safely:

- Select a family friendly internet service provider that offers and supports parental controls and acts promptly to reports of on-line abuse.
- Customize your computer's home page with a family friendly search engine. Some search engine's provide blocks and filters for added protection.
- Be specific in your searches to reduce risk of viewing undesirable sites. Use advance searching techniques by adding "booleans" – words like "and, or and not."
- Add approved sites to "favorites". Encourage your family to use these to access web sites.
- Invest in an anti-virus program, a firewall, a Spam blocker and antispyware technology. Keep these updated to be sure they continue to do their job as new technologies evolve.
- Place computers in a high traffic room. Establish rules for web camera use.
- Teach your family that plagiarism is cheating. Pirating music, software and games is stealing.
- Remain as anonymous as possible when on the internet. Never give out your address, phone number, school name or other personal information. Limit data you give out in contests and surveys.
- Become an advocate. Report inappropriate, frightening or criminal behavior.
- Encourage your family to use several sources of information, in addition to the internet.



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www.getwebwise.ca