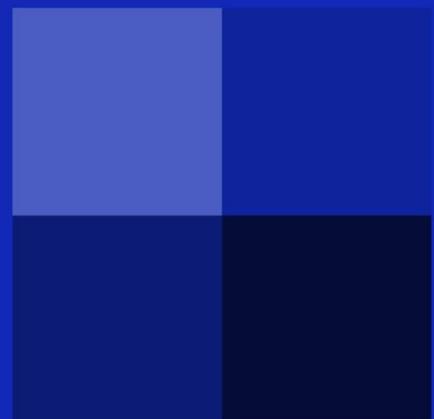




# The Highway Code of the Connected World

## E-Sussex, E-Safe

Safeguarding all children in East Sussex all  
the time



Do you remember when you were taught how to cross a road? There are a set of rules which, if you follow them, will ensure you are never knocked down and hurt on the roads. Every week, the news has a report of someone who has not followed the rules.

In the internet, and in fact when we use all connected technology, there are rules for doing so safely. If you follow the rules you will be a lot safer than if you don't.

The connected world we live, work and play in is a lot more complicated than crossing a road!

Would you like?

- Someone pretending to be you online and saying unpleasant things as if they were you?
- Someone emptying your bank account or buying things using YOUR money?
- Someone stealing your photographs and making changes to them?
- Someone finding out where you live and when your home is empty so they can rob it?

All these things are possible if we do not use a simple set of rules for using connected technology.

This guide is split into three areas.

**Area 1** talks about what you need to do to get into the online world safely.

**Area 2** talks about what you do once you are in there

**Area 3** talks about danger signs and what to do about them.

There are also **Highway Code Facts** that tell it as it is – no ifs, buts or maybes. Ignore them at your peril!

### **Area 1 - Getting in!**

All connected technology needs a way of letting us in. This is usually a username and password or a PIN number.

**Usernames.** You can, if you wish, use the same username for lots of different online accounts. (Unless someone has already taken that name.) Remember, though, that even your username can work for or against you. “Killer” or “cyberbully” are not good usernames!

**Passwords** Your passwords should be different for every account you have. If you use the same username and password for lots of different accounts, if someone guesses it, then they have access to everything! **NEVER tell anyone – even your best friend – what your passwords are.**

If you REALLY must, it is possible to have the same word for a lot of different accounts, providing you make some changes.

Let's take one word as our password: **livealot18**

Now lets see how we can make small changes so that the word can be used for more than one account. Remember, the best way is to have totally different passwords, but if you cant do that, this will help.

Account	Password	Password clue	change
Facebook	l!vealot18	*!*****	the "l" replaced with !
Youtube	liv3alot18	**3*****	the "e" replaced with a 3
Itunes	liVealot18	**V*****	the v has been made a capital letter
Amazon	L!veal0t18	L!****0***	Capital L, ! instead of "i" and a 0 instead of o

Every two months, just rotate the passwords. This should help keep your accounts safer. It's not as good as a "strong" password based on a different word for each account, but its better than nothing.

**Highway code fact;** *Your passwords are your keys to the online world. If you lose them or share them, anyone can do anything they like with your accounts and may be able to get you into a lot of trouble, or cost you or your parents a lot of money.*

**Highway code fact;** *A "strong" password has to have:*

- *At least 8 letters.*
- *At least one capital letter*
- *At least one special character (!"£@&)*

## Area 2 – Chatting – playing games – buying stuff online.

**Chatting.** Remember that everything you type or say in a chat room is visible to someone else. That person may record what you say, or take screenshots of what you type. Sometimes, chats can get heated, angry or abusive. You can be part of the solution and not part of the problem. Golden rules are:-

- Say nothing that you would not say to your mum or dad
- Take no photo that you would not show to mum or dad
- Take no video that you would not show to mum or dad
- Never agree to meet someone in the physical world who you first met in a chat room

**Highway code fact:** *Everything you type, say or do (especially in a video chat) can be recorded and published or sent on.*

**Playing games.** There are a couple of things here. If you play online games with other game players, they may or may not be interested in the game, and might be far more interested in you. Some online games also have “in-game” charges which can cost you or your parents a lot of money. Golden rules are:-

- Never respond to personal questions such as your real name, age, gender, where you live, where you go to school.
- Never buy in-game purchases unless you have asked mum or dad – EACH TIME.
- Never play computer games that are too old for you – some of the games may make you feel uncomfortable or give you nightmares. It is NOT clever to be 9 and playing 18+ games!
- If someone is being horrid in the game – leave it and come back later. People who do this love an audience – leaving them alone is the one thing they hate.

### **Buying stuff online.**

If you buy things online, you should only be using your own credit card or bank card. It is not good to use mum or dads, even with their permission.

If you are about to pay for something online you **must**:-

- Make certain that the web address begins with **Https** That little “S” at the end is vitally important.
- Make sure that you print out the receipt – you may need it later.
- Remember that if you buy goods online, by law you have 14 days to change your mind.
- Always check your bank statement after you have bought something. Computers make mistakes, and some companies charge more than they should. Fraudsters, of course will take as much money from you as they can, so check that you have been charged what you agreed to pay.

**Highway code Fact:-** *Many banks and building societies will give a 10 year old their own bank card. This is a great responsibility, and if you learn good habits now, they will stand you in good stead for life. Checking your bank statement is a good thing to do. Sometimes, even grown-ups don't like doing this though! Banks DO make mistakes sometimes. Shops DO make mistakes sometimes, and fraudsters are getting very clever at making their websites look like the real thing. ALWAYS check the web addresses so you are sure you are where you think you are.*

**Highway Code Fact:-** *NO BANK OR BUILDING SOCIETY WILL EVER EMAIL YOU ASKING FOR YOUR ACCOUNT DETAILS. There is a lot of this about. You must never sign into your account from*

*one of these emails. If you get one, report it to your bank but do NOT open any attachment, OR fill in your username or password.*

**Area 3 – Danger signs and what to do about them.**

<b>Cyberbullies</b>	Bullies like power. They want to know how upset or angry they have made you.	Ignore them. Don't reply, no matter how cross they have made you. Never swear. You may have to show an adult what the bully has been doing. Learn how to take screenshots so you always have a record of what they have said.
<b>Sexy stuff</b>	Sometimes you may be asked to take a picture of yourself, or even talk on a webcam with someone.	Remember, once you send a picture or let yourself enter a video chat, you lose control of your images. They can be copied, recorded and published anywhere on the internet.
<b>Questions you should never answer:</b>	<p><b>ASL?</b> = Age, sex, location?</p> <p><b>WMM?</b> = wanna meet me?</p> <p><b>What school do you go to?</b></p> <p><b>What's your brother/sister's name?</b></p> <p><b>Any question that is personal and private – this includes for example, where your football team trains, or what clubs you attend.</b></p> <p><b>Anything that puts your face in a place does not belong online.</b></p>	<p>Anyone who has the right to know this already knows!</p> <p>NEVER agree to meet a stranger.</p> <p>Anyone who has the right to know this already knows!</p> <p>Anyone who has the right to know this already knows!</p>

You do not have to reply to ANY question that you do not want to. There is no rule that says you have to. If someone is making you feel uncomfortable or unhappy, then just log off, and talk to someone about it. This can be a trusted adult or your best friend.

Remember, there are adults whose job it is to help you – go to them. Your school will help, your parents/carers will help. (If you are in care, your social worker will help too).

### **What if I've already messed up and sent a picture of myself. Can I get it back?**

That depends on who you sent it to and what THEY have done with it. The most likely answer is “no”. It takes only seconds for someone to see an image and copy it. The moment they have done that, they can do what they like with it. Change it – publish it – email it – send it around by text.

**Highway code fact;** *Once its out there, it's out there. Sorry – that is a fact – there's no way of saying it gently.*

**Highway code fact;** *You can help to prevent your images from being changed by only ever posting minimal resolution “thumbnails” rather than high resolution images. The higher the resolution, the easier it is for people to change the image – take the head off and put it on another body, for example. With thumbnails, this is much harder because as soon as you try to enlarge a thumbnail, it turns into blocks of colour. This is called pixilation.*



***An example of a pixilated image.***

**Remember:**

***All the good advice in the world means absolutely nothing if you don't try and follow it. Guidance like this is based on years of experience, and it is not our intention to stop your fun online. Quite the reverse. We want to make sure you have a really good experience online, but ultimately, only **you** can make this happen.***