



Keep yourself safe online

You are in control but we're here to help!

The internet can be a brilliant place to learn, talk to friends and have fun — but it is important to know how to keep yourself and others safe.

TEN TOP TIPS

1. Keep your passwords private.

Use strong passwords, don't share them with other people and use extra security, such as two-step verification, when you can.

2. Protect your personal information.

Think carefully before sharing your full name, address, phone number, school, location or other private information online.

3. Check your privacy settings.

Know who can see your profile, posts, photos and location, and only connect with people you trust.

4. Block and report.

If someone is bullying, threatening, pressuring or upsetting you online, use the block and report tools available.

5. Save the evidence.

Keep screenshots or copies of worrying messages, images or conversations if it is safe to do so. They may help a trusted adult understand what has happened.

6. Don't feel you have to reply.

If a message makes you frightened, uncomfortable or angry, you don't have to respond. Stop the conversation and tell someone you trust.

7. Think before you post or send.

Messages, pictures and videos can be copied, shared or saved by other people — even when you think they will disappear.

8. Be kind and respectful online.

Don't post or share something about another person that you wouldn't want shared about you.

9. Be careful about what — and who — you trust.

People online are not always who they say they are. This now includes AI-generated or altered pictures, videos, voices and messages, which can look or sound very convincing.

10. Tell someone.

If anything online makes you feel worried, unsafe, pressured or uncomfortable — tell a trusted adult. This could be your parent/carers, your Apricot teacher or another adult you trust.

Remember

If someone asks you to keep an online conversation secret, asks for sexual images, threatens you, tries to meet you, asks you for money or makes you feel unsafe — tell a trusted adult straight away. It is never too late to ask for help, even if you have already replied, shared something or made a mistake.

Need some help?

Talk to your Apricot teacher or another member of Apricot staff you trust, or contact Apricot HQ: 01242 604985

For trusted online-safety advice, you can also visit Childline or CEOP Education.