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## Staying Safe Online

- Keep your personal information private
  - Think carefully about what you share in profiles on social media
  - Who can see the photos or information you share?
  - What can people see in the background when using your video camera?
  - Keep your username and passwords safe and don't share these with others
  - Choose a password nobody will guess and don't re-use passwords
  - Think before opening email attachments – are they from a trusted source?
  - Watch out for emails tricking you into giving personal information – think before responding, companies will not ask you for personal information.
  - Watch out for fraud - are free programmes genuine?
  - Keep your accounts secure, check online accounts carefully and remember that companies know you are using the internet
  - Report identity theft or any suspicious activity on your account
  - When using your own computer, keep your virus software up to date and watch out for software that could damage your computer
  - Tell a staff member immediately if you find any material which might upset, distress or harm you or others
  - Keep your experience enjoyable and safe - make sure the learning environment is safe for and free of risk to yourself and others and always use the Discovery College's IT systems and the internet responsibly
  - Always log off or shut down a computer when you are finished working on it especially in public spaces
  - All students must abide by the terms of the electronic media declaration outlined in your Student Declaration form
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