



# Staying Safe Online


Prepared by the Digital Literacy Education Program

The internet is a powerful resource for learning, shopping, communicating and entertainment. It is also a platform used for unethical and even criminal activities. Here are tips for staying safe online:

## Password Tips:

- Always use long, strong passwords
  - Your best defense against criminal activities is to secure your information and accounts strong passwords.
    - Use a mix upper and lower case letters
    - Add numbers and symbols
    - Don't include repeating letters or digits
    - Don't include identifying clues such as birth year
- Don't reuse the same password for everything
- Use a password manager on secure personal devices only
- Never share your password, even with friends and family
- If available, use 2-factor authentication to add an extra layer of protection to your account

## Avoid Credit Card & Identity Theft

- Shop only at sites that have **https://** and a **lock icon**  at the beginning of their website address
- Use traceable payment methods such as credit or debit cards when you shop online.
- Monitor your bank accounts and credit card statements carefully. **Tip:** You can and should dispute unauthorized charges with your credit card company or bank immediately.
- Never email, text, or private message your credit card info
- Never email, text, or private message your social security number, date of birth, medical records, or other sensitive personal information

## Dealing with Cyberbullying

Cyberbullying is not just a problem for children and teens! Adults can experience it, too! Here are some tips for dealing with a Cyber Bully:

- 1. Don't respond to the bully**  
Your response can escalate the abuse.
- 2. Save all evidence of the bullying**  
Take screen shots, or save emails and direct messages.
- 3. Report the abuser**  
Report the abuser to the social media site or software service where the bullying is occurring.
- 4. Block the bully**  
Use your social media site's blocking features to keep the bully from being able to contact you.
- 5. Contact local law enforcement**  
When bullying becomes more than just an annoyance and includes threats or other illegal activity, it is time to call for help. Have your evidence from tip #2 ready to share with investigators.