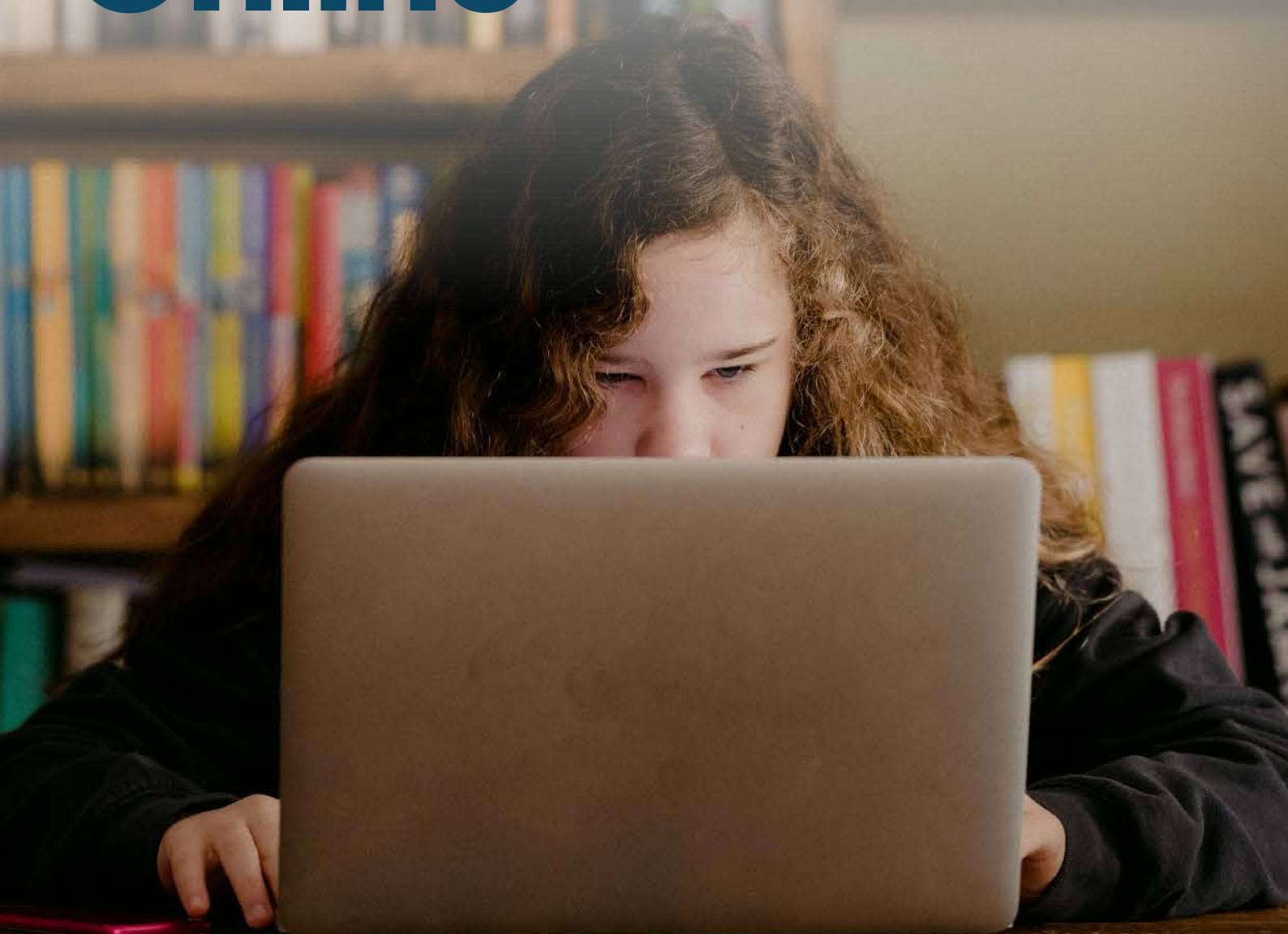


# Britannica's Guide to Keeping Safe Online



# Contents

**PG 3** - Introduction

**PG 4** - Britannica's e-Safety Tips for Students!

**PG 5** - The Internet

**PG 6** - Mobile Devices

**PG 7** - Research Tasks

**PG 8** - Finally, Don't be Afraid

**PG 9** - Useful Sites

**PG 10** - Glossary





## Research from Britannica among 11 to 16-year olds reveals:

Here at Britannica, we have long understood that while the internet opens a whole world of discovery, it also has certain risks and dangers! Whether it's updating Facebook on a smartphone, playing with online gamers at home, or researching a homework assignment on a laptop, safety concerns are always present.

**19% of students feel unsafe when researching online**

**40% of students say it is "very uneasy" to access inappropriate material online**

**19% say their school has not taught them how to research safely online**

We all want students to understand the risks and stay safe. This guide introduces everything that they need to know about e-safety and brings together the very latest advice to help keep young people safe online, wherever they are and whatever devices they are using.

# 1 | Britannica's e-Safety Tips for Students!

## Do's

### Do think before you post

Before you post a comment, image or video on the internet, think about its content. It might be funny to you and your friends but upsetting or offensive to others.

### Do tell an adult and report it

You can always report something upsetting. If you see a post, website, image or video that upsets you or makes you uncomfortable, the most responsible thing you can do is to tell an adult.

### Do about privacy control

No matter what you use the internet for, always investigate privacy settings. Make sure you never display your date of birth, address, phone number or any other personal information.

### Do consider blocking

Most sites will have a block function, so you can ignore someone who is behaving inappropriately or is upsetting you.

### Do protect your computer

Check with your parents/guardian that your computer has anti-virus software and that it's up-to-date.

### Do shut down or log off

It can be difficult to avoid seeing things you wish you hadn't. You can always shut down/log off your computer. You can then report the site to a responsible adult or to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).

### Do be careful with your mobile

Your mobile phone is just like a portable computer, so you need to apply the same "do's and don'ts". But also remember to keep your mobile number private. Make sure it's got a PIN and don't reply to texts if you don't know who they are from.

### Do surf the net safely

You can avoid appropriate content or unsafe sites by ensuring "safe searches" are switched on and sticking to trusted sites. If you do see something inappropriate, let an adult know.

### Do learn together

You probably know more about the technology you are using than other adults and potentially, your peers. Keep them up-to-speed with how the technology works so you can enjoy the web together!

## Don't's

### Don't be a victim of online bullying

Just because someone is behind a computer screen, this doesn't make jokes, teasing or taunts at someone else's expense any less upsetting. If you feel you are being bullied, report it to the site's administrator and tell an adult at once.

### Don't download the unknown

Do not open unknown attachments or downloads from emails or websites as they may contain viruses.

### Don't arrange to meet online "friends"

There are no exceptions to this rule. People you meet online may not be who they say they are and could even be an adult pretending to be a child. Tell an adult immediately if this happens.

### Don't say "yes"

If you are being pressured by an online contact to do something you are not comfortable with, no matter how friendly, persuasive or even threatening they may be, always say "no" and tell an adult. Stay safe when talking to online friends. Never be persuaded to send personal things like photos or videos, or personal information.

### Don't be afraid

If something does go wrong, don't worry! Everyone makes mistakes. If you have seen something upsetting or worried you may have made a mistake, the best thing that you can do is to tell an adult and they can help to put it right.



# 2 | The Internet

With the infinite number of websites to choose from, how do you separate the good from the bad? By following these tips, you can navigate your way around the web as safely as possible and save a lot of time!

## Tips for avoiding harmful websites

### Internet filters

Ensure you have filters set up which will block sites that may be dangerous or harmful. Your parents/guardian can also contact your internet service provider (ISP) to ask about parental controls.

### Never guess the address

Be specific about the website address you type when searching. This will ensure that you avoid harmful sites. If you don't know the address, then try a safe search engine.

### If in doubt, don't click

If an address seems odd or is spelt wrong, don't click on the link – it's not worth the risk. See if you can find an alternative site which is trusted.

## Tips for researching safely

### Be 'search savvy'

Be as specific as possible when you search. Searching for "Magnetic Poles" will give better results than "Poles" for example.

### Google tips

Putting search terms in quotation marks will ensure you get better results when searching for exact phrases.

Using the minus sign will eliminate certain words if you're trying to search a term that is generating lots of results.

Typing "sites:" after a search term and entering a website address will search for every time that site mentions your search term.

### Check your spelling

Spelling or typing errors can affect your searches. Check your spelling before you start to get better results.

**To continue reading,  
book a demo with us and  
we'll send the full guide  
straight to your inbox:**

**Book a demo [here](#)**