

### Educate yourself and your kids about the risks

#### Revealing more information than is safe

Many kids share their passwords, or volunteer information that identifies them or makes them easy to find. This may leave them vulnerable to hate attacks, identity theft, fraud, and other criminal abuse.

#### Acting carelessly online without realizing the consequences

Sharing files with strangers or carelessly downloading ringtones, music, or games can lead to trouble. Some share files that look like music or videos, but are actually pornography or contain viruses or software that can leave a computer open to attack. Web cams and phone cameras can also encourage risky behavior.

#### Unintentional or deliberate exposure of information on the Internet

School or club Web sites often reveal too much student or member information. Teens may expose themselves through comments left on friend blogs or by broadcasting compromising photos online. Businesses may slip personal information they collect.

#### Flaws or gaps in technologies and services

Web businesses may put teens at risk by failing to implement effective filtering and safety policies, neglecting to effectively monitor their services, and allowing young users to disclose more information than is necessary.

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# BACK COVER

More Helpful Info

- For further practical online safety advice, visit [microsoft.com/protect/parents/childsafety/internet.aspx](http://microsoft.com/protect/parents/childsafety/internet.aspx).
- For age-based guidance, visit [microsoft.com/protect/parents/childsafety/age.aspx](http://microsoft.com/protect/parents/childsafety/age.aspx).
- For information written especially for teens, visit [iLOOKBOTHWAYS.com/docs/DOC-1129](http://iLOOKBOTHWAYS.com/docs/DOC-1129).



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### Smarter Online = Safer Online

# COVER Protecting Tweens and Teens on the Internet

# PANEL DOUBLE-GATEFOLD BROCHURE

Get to know the Internet risks for tweens and teens

- Practical advice to keep young people safer on the Internet
- What to do if there is a problem



### Get to Know the Internet Risks for Tweens and Teens

For most tweens and teens, being online is as natural and easy as breathing—whether they are surfing the Internet (websites) or downloading music, playing computer games, or using mobile phones. And while the Internet is mostly a positive place for them, it also opens areas and activities that may not be appropriate.

You may not feel that you have the same technical savvy as kids do, or you may be worrying them about safety even though they would be old enough to create an account. You simply need to know how to apply what you already know about safety and privacy to their digital world.

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## Practical Advice to Keep Young People Safer on the Internet

### For parents: guidance not control

Online safety is a family effort, not a power struggle. Teens and tweens don't want to be cheated or manipulated, or put family or friends at risk any more than you do. As they become increasingly independent, you can help them develop a smart sense of how to deal with situations, information, and people on the Web—skills they need now and when they leave home.

- > Periodically ask your kids to show you what they're doing and who they're meeting and talking to on the Web—what sites they visit or create, what games they play, what they talk about, and so on.
- > Negotiate clear guidelines for Internet use that fit your kid's and family's values. Discuss the kinds of sites that are off limits, what information should not be shared, and boundaries for communicating with others.
- > Watch for signs of online bullying (being upset when online or reluctance to go to school) and talk with kids about how to deal with it. Discuss how cyberbullying is never acceptable, and make the consequences clear.
- > Be the administrator of your home computer. Find out how to create different user accounts in Windows® 7, Windows Vista®, or Windows® XP at [microsoft.com/protect/parents/childsafety/steps.aspx#acct](http://microsoft.com/protect/parents/childsafety/steps.aspx#acct).
- > Defend your computer against Internet threats. Use firewall, antivirus, and antispyware software. Password-protect your wireless router. Keep security software current with automatic updates. See how Microsoft can help at [microsoft.com/security/pypc.aspx](http://microsoft.com/security/pypc.aspx).



### For tweens and teens: protect your information, respect others, act responsibly

Use the points below to jumpstart a conversation with your kids.

#### Keep your personal information to yourself

Your personal information has a lot of value to those who want to misuse it, so guard it carefully. This means your first and last name, phone number, address, age, school, passwords, photos of yourself, even feelings (especially those of loneliness or sadness).

Sharing personal info online with anyone but close friends invites problems—it can become public and even permanent. Friends may not be friends forever—think about how others might misuse information you've shared.

- > Make your blogs and social network pages private to limit those who can see personal details.
- > Make up strong passwords, and DON'T SHARE THEM with anyone—not even your best friend. Learn how at [microsoft.com/protect/fraud/passwords/create.aspx](http://microsoft.com/protect/fraud/passwords/create.aspx).
- > Create screen names, e-mail addresses, and profile pages that reveal nothing personal and aren't suggestive.
- > Be choosy when you add new friends on cell phones, IM contact lists, social Web sites, or games.

#### Treat others as you would like to be treated

- > Never say something online that you wouldn't say face-to-face.
- > Don't log on to a friend's computer or online accounts to do harm.
- > Don't hack a friend's blog or steal access to their cell phone and pretend to be them.
- > Don't share personal details of friends and family members online without permission.

#### Act responsibly

- > Don't make illegal copies of music, video games, and so on; it's just like stealing from a store. Plagiarism is also stealing.
- > Meeting an online "friend" in person is very risky. Plan your safeguards in advance—for example, bring a parent or friend with you and meet in a busy public place. Make sure a trusted adult always knows where you are.
- > Think twice (even if you know the sender) before you open attachments or click links in e-mail. They might open an upsetting image or release a virus or other malicious software. For the same reasons, don't download or share music, games, or ringtones with someone you don't know personally.

#### Get help from technology

Put a password on your cell phone to keep anyone who steals it from making calls or getting your personal info.



## What to Do If There Are Problems

### Teach tweens and teens to trust their instincts

If something feels uncomfortable or alarming, it almost always is. Let them know they can come to you and that you will help solve the problem. Make it clear that you won't punish them or take away computer, game, phone, or other privileges.

#### Immediately report:

- > Physical threats, ongoing cyberbullying, financial fraud, or any form of exploitation to the appropriate authority.
- > Inappropriate content or behavior to the school (if it involves another student) and to the Internet service provider, cell phone company, or Web service. For example, in Microsoft® services and software, look for a **Report Abuse** link, or contact us at [go.microsoft.com/?linkid=9669236](http://go.microsoft.com/?linkid=9669236).
- > Content that exploits minors or threatens to harm them to the National Center for Missing and Exploited Children at **800.843.5678** or online at [cyberline.com](http://cyberline.com).

# FULL INSIDE SPREAD