



COMPUTER SAFETY SUGGESTIONS FOR TEACHERS AND PARENTS

Computer exploration opens a world of possibilities for people of all ages. Yet, not all of these possibilities will lead to safe and bright futures. Therefore, it is of the utmost importance that safety be at the forefront of any Internet usage. The following are a few suggestions that will help to ensure a safe exploration:

- Discuss Internet crime, proper Internet use and computer safety issues with your family or students periodically.
- Limit the time your child spends on a computer. Move personal computers out of bedrooms and into a family room where more supervision is possible.
- Consider joining into a contract with your students or children regarding usage of the Internet. This contract should be explicit while defining rules governing use and the consequences of defiance.
- Use an Internet provider that will customize what can be received by you, your child or your student's account.
- Do not give out personal or family information online.
- Never meet Internet "friends" without the supervision of a parent or guardian and then only in a public area.
- If a child receives an offensive e-mail, report it to your administrator and law enforcement.
- Install filters that will help prevent certain material or text from being installed or viewed on the computer.
- Consider the use of software that creates a log of sites that are visited. Always check with your network administrator or Information Technology department prior to adding software to your business or school computer.
- Update your anti-virus software regularly. If on a network, check with your network administrator to ensure this occurs frequently.
- Exercise caution when downloading files from the Internet. Make sure you know that the site is reliable and trustworthy.
- Do not open any files attached to emails from an unknown, suspicious or untrustworthy source or anyone else if you are not expecting an attachment from them. Do not open any files attached to an email if the subject line is questionable or unexpected.
- Always lock your workstation using ctrl + alt + del when you will be away from your computer for any length of time. This will keep someone from using your computer to inflict damage, search secure networks or conduct illegal transactions while using your ID.
- Report all electronic crimes to your local law enforcement agency.
- Stay informed as technology changes and learn how not to become a victim of computer intrusions.
- Do not do anything online that you would not do in the real world!

For additional computer and Internet safety tips, please visit the following Web sites:

www.familyinternet.info
www.netsmartz.org
www.isafe.org
www.missingkids.com