Tips to stay safe online

01 Protect your password

- Your password is the door to your private life.

- Keeping your password private means that only you hold the key to your social networking profiles for posting information, pictures and stories.

- Change your passwords often and use ones that people can't guess. For example, don't use your birthday, home address or phone number.

- Use a different password for all sites you use.

- If you need to write your passwords down, keep them in a safe place, but not by your computer where others may see them.

02 Find a "checker friend"

- It's all about being safe! Sometimes we need someone else to keep an eye on our posts to make sure we are being safe online.

- A checker friend may be someone you trust who uses the Internet and social networking sites like Facebook and Twitter.

- A checker friend is someone you can go to if you feel like someone is causing you harm or sending you inappropriate emails or messages.

- A checker friend will make sure that you're not chatting with someone who may cause you harm or makes either of you feel uncomfortable.

- Add your checker friend to your "friends list" so they can help you make sure you are not giving away too much information.

03 Double-check your privacy settings

- Facebook privacy settings are important but it's not the only website with privacy settings. Other sites like Skype, YouTube and Twitter have privacy settings that you should double check, too.

- Set a reminder for yourself to double check your privacy settings to make sure they are as high as you think they are. Maybe every three months or every season.

04 Don't let the Internet control you

- The Internet is just one part of your life. Don't let it take up all of your social time.

- It's important to spend time with family and friends – if you don't see them, you may lose them!

- Set time limits on how much time you will spend each day on the Internet and keep to it.

- Ask your friends to respect your decision on how much time you spend on your sites.

05 It's OK to say no

- It's good to "un-friend" or "un-follow" people if they make you feel uncomfortable.

- It's okay to say "no" to any person who asks to be a friend on your site.

- Saying "no" makes sure you are in control of your online life.

- If you don't know someone who sends you a friend request, then they are not a friend and you should say "no."

06 Don't click too quick

- Take a moment to make sure the link you are about to click on seems right to you.

- By simply clicking on a link , you may accidentally give people personal information that you really do not want them to know.

- You may also open a site that scares you or offends you.

- People may think that by opening a link, you like the same things they do and that they may invite you into an un-safe place.

- Don't click on links or images from people you don't know.

- Don't trust that pop-up window! It may put a virus on your computer or a friends computer.

07 Think before you send or post

- Before you hit the "Share" button read your post again. Is the information you're posting something you want to share with everyone?

- Keep private information, private. Once you have posted personal information or pictures on your sites, there is still a record of what you have posted — even if you remove or delete that post, or your entire account.

- Make sure that you are not posting other people's private information. If they don't like it, they may do it to you.

- Don't put a picture of yourself online that you wouldn't want to show to your mom, dad, teacher or boss.

08 Protect things that are private

- Don't post your home or work address, your banking information, social insurance number or your phone numbers.

- Discuss with your friends the information you want to keep private. Even a trusted friend may accidently share your private information without thinking.

- Don't share information about yourself that another person may use against you or that could put you in harm's way.

- Important medical information and your physical health are private – these are not good things to share online.

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