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## Staying Safe Online – A Guide for Teens

The internet is an amazing place to learn, connect with friends, and explore new interests. But it's also important to remain aware of the risks and make smart choices online. Here are some essential tips to help you stay safe while enjoying the digital world.

### 1. Managing Your Online Privacy

Protecting your personal information is key. Here's how:

- **Check Your Privacy Settings** – Make sure your social media accounts are set to private so only people you trust can see your posts.
- **Think Before You Share** – Avoid posting personal details like your address, school, or phone number online.
- **Be Wary of Strangers** – If someone you don't know messages you, be cautious before replying or adding them as a friend.

### 2. Dealing with Inappropriate Content

If you ever come across something that makes you uncomfortable, remember:

- **Use Built-in Reporting Tools** – Most platforms have options to report inappropriate posts, messages, or users.
- **Talk to a Trusted Adult** – Whether it's a parent, teacher, or guardian, let someone know if you're worried about something you've seen online.
- **Block and Report** – If someone is making you uncomfortable, block them immediately and report the issue on the platform.

### 3. Recognising and Handling Cyberbullying

Cyberbullying is never okay. If you're experiencing online bullying:

- **Don't Respond** – Engaging can make things worse.
- **Keep Evidence** – Take screenshots of messages or posts in case you need to report them.
- **Talk to Someone** – Reach out to a trusted adult or a support organisation for help.
- **Use the CEOP Button** – Found on websites like ThinkUKnow, it lets you report online abuse directly to professionals who can help.

### 4. Building Safe Online Habits

- **Limit Screen Time** – Too much time online can affect your mood and well-being.
- **Be Respectful Online** – Treat others how you'd like to be treated.
- **Think Before You Click** – Avoid suspicious links or downloads that could harm your device or steal your information.

### 5. Useful Resources for Staying Safe

If you need advice or support, check out these sites:

- **UK Safer Internet Centre** ([www.saferinternet.org.uk](http://www.saferinternet.org.uk)) – Guides and resources on online safety.

- **Internet Matters** ([www.internetmatters.org](http://www.internetmatters.org)) – Tips on managing privacy, cyberbullying, and more.
- **ThinkUKnow** ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) – Great advice for staying safe online.
- **Childline** ([www.childline.org.uk](http://www.childline.org.uk)) – A free, confidential service where you can talk to someone if you're feeling worried.

## 6. How the CEOP Button Works



The **CEOP (Child Exploitation and Online Protection) button** is there to help if you feel at risk online. If someone is making you feel uncomfortable, whether it's an online stranger or someone you know, you can click the CEOP button (found on websites like ThinkUKnow website (<https://www.ceop.police.uk/ceop-reporting/>)) to make a report. CEOP's trained professionals will review your concern and take action to keep you safe.

## Stay Smart, Stay Safe

The internet should be a fun and positive space, so make sure you're using it safely. If you ever feel unsure or worried, don't hesitate to talk to someone you trust.

## Stay safe and take care!