Starting Point Community Learning Partnership

Online Security
Internet Safety, E-Mail Safety And Online/Offline Awareness.

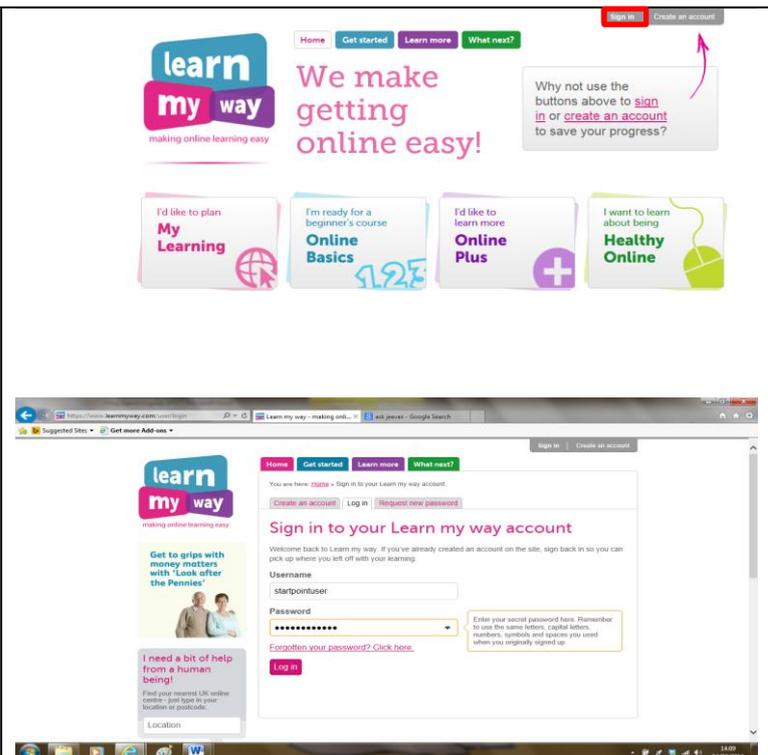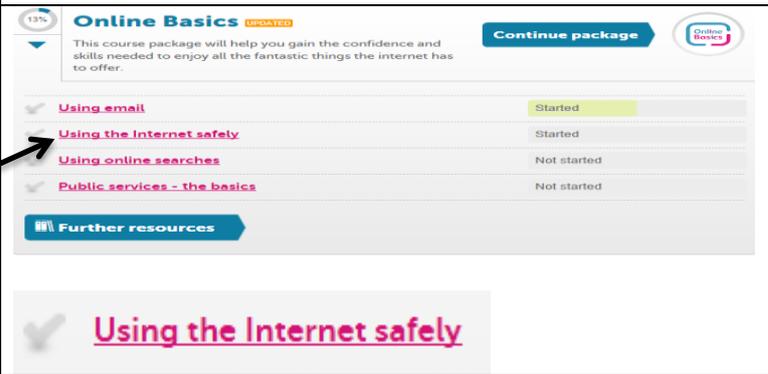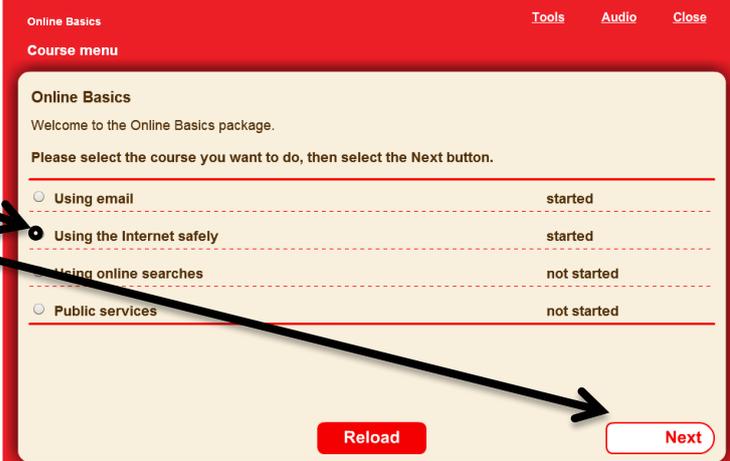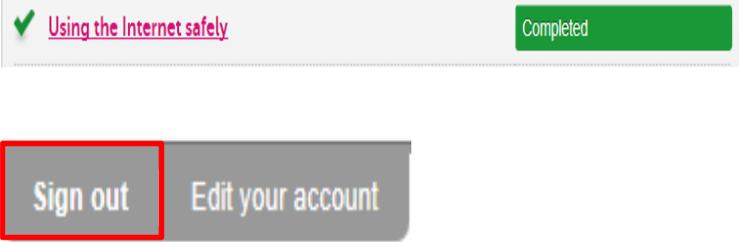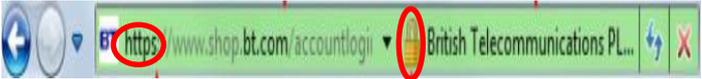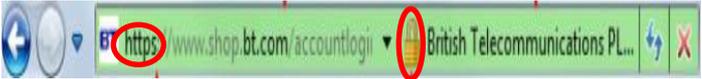|		
1	Being 'online' or 'on a computer' is quite often viewed as a scary place. With stories frequenting the newspapers on a daily basis, some people are rather reluctant to get 'online'. This guide is going to give you some tips on how to be safe whilst on the internet, how to remain safe when using your e-mail account and how to be more aware of your 'online' safety when dealing with information and letters 'offline'.	
2	Firstly, we are going to look at how you can be safe whilst using the internet. With the gradual movement of services to being online, things such as shopping and banking will be used more and more 'online' as opposed to now when we do this offline by visiting shops or local bank branches. We are going to log-in to your learnmyway account and complete the online security course featured in the Online Basics section. Go on Internet Explorer and change the address in the address bar to www.learnmyway.com.	Internet Explorer Icon.

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3	Now you're on learn my way, you need to sign-in to your account. Using the mouse, left-click on the grey button in the top right-hand side of the page which says 'sign-in'. The form that comes up now is the sign-in form. To fill this in, you need to have remembered your little books with your log-in details. If you have forgotten these, speak to a volunteer who will hopefully aid you in remembering your details. If they can't help, unfortunately you will either have to create a new account or use one of our training accounts.	
Questions		Can your 'offline' security affect your 'online' security?
4	Now you've logged into learn my way, you'll see there are various courses available. You're going to do the course labelled 'Using the Internet safely'. Can you see the course in the 'Online Basics' section? Left- click on the course title on the webpage to access the learning material.	
5	A 'pop-up' should appear welcoming you to Online Basics and asking you whether you wish to have audio on or off. If you wish to have audio on, ask a volunteer and they will provide you with headphones so the computer will read out the text to you. If you find it reads it too fast, then chose audio off and read it at your own pace.	

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6	Once you've selected your audio settings and clicked 'Start', you should be taken to a screen with the courses re-listed. Left-click in the circle alongside the course title 'Using the Internet Safely' and then select the 'Next' that appears in the bottom right hand-corner. Does your page look like this?	
7	Using the same technique we used previously, click in the circle next to one of the modules and then click next. When you've read each page, click next again. To the right is a list of varying things you may see on these pages which are interactive and require you to left-click them and complete a task. Once you've completed the first module, move on to the second module and complete that and so on and so forth until you've completed all the modules. Some courses have quizzes at the end to test your knowledge. If you struggle with these, re-try some of the modules and if you continue to struggle, ask a volunteer to help you.	The play symbol will show you a video of a certain skill or technique. The start symbol will start a task which you have to complete. Remember to click the finish symbol before clicking next to see if you have done the task correctly. The arrows can be clicked to change the screen as it shows you a variety of different images based around the relevant page.

8	Well Done! If you've followed step 7 correctly, you now should have completed 'Using the Internet Safely'. A way to tell is if the bar next to the course title 'Using the Internet Safely' is green and says completed. Now to test your skills, we're going to use a search engine. Click the grey sign-out in the top right hand corner to log-out of your learn my way account.	
9	To the right hand side are some tips regarding 'online' safety and how it can affect your 'offline' safety.	1. Remember when using websites which contain any of your personal or financial details to look for 2 things. 2. When your bank rings and/or e-mails you, they will ask you for information such as security questions, post code and date of birth. They won't ask you for your pin number, card number or 3 digit security code from the back of your card. These are scam phone calls/e-mails. 3. A common phone scam involving 'online' and 'offline' security is an engineer from a company such as Microsoft ringing and telling you that you have problems with your computer and that they can help you. An engineer will typically only call you if you have called them previously or requested a call. If an engineer calls, ask them for your details. If they are an official engineer they will know some of your details. If they don't, hang up and report this number

to the police. If you follow the steps this 'engineer' suggests you could be at risk of allowing remote access to your computer. Here they could turn off your firewall or access your online saved data such as passwords.
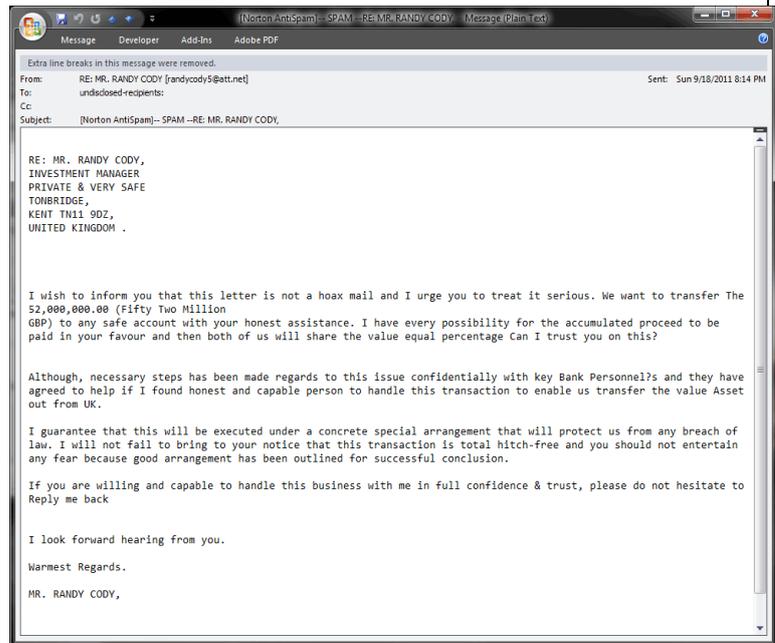

4. Most people are aware of the dangers of putting letters in the bin that may contain personal information. With the move 'online' some of this risk is taken away. However, remembering to properly dispose of letters containing details to do with your online profile is just as important. Information regarding your Wi-Fi password and any online account details should be treated just as carefully as banking details. With the shifting of services to online, your online information should be kept as secure as your offline.

5. We're familiar with spam letters through our door. With our e-mail accounts we can also encounter spam. These e-mails can contain files for you to download, websites for you to look at or 'long lost relatives from Nigeria who have left you millions of pounds in their will'. Some e-mail accounts will siphon these e-mails straight into a junk/spam folder. However some may slip through the net. If you click on the website link or attempt to download the file you may be allowing viruses on to your computer. If

you correspond with the wealthy relative in Nigeria they will ask for your bank details and if you give them to him/her, you risk having your bank account scammed. You wouldn't give a random person your bank details on the street, so don't do it online. You wouldn't open a suspicious parcel delivered to your house, so don't open e-mails that make no sense! Below is an example of a spam e-mail.

HOMEWORK
10	Looking in your personal e-mail account's spam/junk folder, find examples of different e-mails which may contain harmful links and some e-mails which may just be spam.

Notes: