Using the internet safely

Divide your class into small groups and give each group one of the cards in the main activity. Give them 10 minutes to answer the questions, then ask them to tell the rest of the group what they think.

Ask other groups if they have any other ideas. At the end of this page, there are some golden rules for using the internet safely. Remind your class what they are and see if they have any more.

Jake - 8 years old
1) What social networks should Jake use?
Most social networks say you're not allowed to join their service unless you're 13. So Jake should not be using any social networking site, as he is only eight.

2) Recommend three news sources that Jake might want to look at
There are a couple of news outlets that are specifically designed for children. CBBC's Newsround and Match of the Day Kickabout are two great sources of news. First News is a newspaper and website for young people. Headliners is a news agency that also produces stories that might interested children like Jake. There are also lots of magazines Jake might like – maybe one about his favourite sport or hobby.

3) Jake wants to upload a video of his sister's birthday party to the internet, so his Gran can see it. What should he do?
Jake is under 13 so he isn't allowed to use video sharing websites. But he could ask an older sibling or parent to upload it and send it to his Gran. They might want to make the video private, so that they can choose who will be able to access it.

Emma – 11 years old
1) What social networks should Emma use?
Most social networks say you're not allowed to join their service unless you're 13. So Emma should not be using any social networking site, as she is only 11.

2) Recommend three news sources that Emma could look at
There are a couple of news outlets that are specifically designed for children. CBBC's Newsround and Match of the Day Kickabout are two great sources of news. First News is a newspaper and website for young people. Headliners is a news agency that also produces stories that might interested children like Jake. There are also lots of magazines Emma might like – maybe one about her favourite sport or hobby.

3) Emma likes to chat with her friends and family using instant messaging services. Somebody she doesn't know asks to her to chat privately online. What should she do?
Emma should refuse the request. You should never chat privately with people you don't know. The internet allows people to be anonymous and they may not be who they claim to be. If somebody keeps bothering you online, tell an adult.

Kierra - 16 years old
1) What social networks should Kierra use?
Kierra is over 13 so she is able to use social networks like Facebook, Twitter and Bebo. But she should be careful not to include personal information about herself, such as her phone number, address or her real name.

2) Recommend three news sources for Kierra
Kierra might want to listen to Newsbeat on Radio 1 or visit its website. It's got lots of news that's relevant to young people. She can also check out the BBC News website and lots of commercial radio stations have news bulletins.

3) Kierra is having a party. She posts the details online so her friends will be able to see all the details. What are the risks of this?
Kierra's friends will be able to see the details of the party – but other people might do so too. If Kierra doesn't limit who can see the invite, people she doesn't know or didn't invite might turn up! She should try e-mailing her guests directly.

Noel – 19 years old
1) What social networks should Noel use?

Noel is an adult and is able to use social networks like Facebook, Twitter and Bebo. He still needs to be careful about the information he posts about himself. Unless he makes his accounts private or password protected, anyone could see what he posts.

2) Recommend three news sources for Noel
Radio 1's Newsbeat and it's website are full of news designed for young people. Noel might also be interested in BBC News, Sky News, Channel 4 News or ITV News. But there are lots of other options – he could get his news from his favourite newspaper via an app on his phone or follow news organisations on Twitter.

3) Noel is travelling round the world and uses lots of different computers to send e-mails, use social networks and upload pictures. What security issue should he think about?

Noel should be very careful about protecting his passwords. He should always remember to log out of his accounts when he finishes using a computer – otherwise, the next person who uses the computer may be able to access his private information.

Steve - 35 years old
1) What social networks should Steve use?
Steve is an adult and is able to use social networks like Facebook, Twitter and Bebo. He still needs to be careful about the information he posts about himself. His boss might not be too happy if he sees Steve behaving badly or posting rude messages about his company!

2) Recommend three news sources for Steve
There are lots of choices for Steve. He could watch BBC News, Sky News, Channel 4 News or ITV News. There are a huge range of newspapers, radio stations and websites that he might like.

3) Steve went to a party and took lots of pictures. He wants to share them with his friends. What are the risks?
He should be careful – a picture that may seem funny now may not be funny if his gran or future boss finds it! Steve should consider protecting his personal pictures with a password or putting them on a website that allows him to choose who can view them.

Grace - 60 years old
1) What social networks should Grace use?
Grace is an adult and is able to use social networks like Facebook, Twitter and Bebo. But she should be careful about giving her personal information out online.

2) Recommend three news sources for Grace
Grace has lots of choices when it comes to news. She could watch BBC News, Sky News, Channel 4 News or ITV News. There are a huge range of newspapers, radio stations and websites that she might like.

3) Grace is getting nasty e-mails from an anonymous e-mail address. What can she do?
She should stop opening the e-mails. Most e-mail providers have a system that allows you to block messages from people you don't want to hear from. If the messages are threatening or criminal, Grace may want to report them to the police.

General tips
1. Keep your passwords private! If you don't people may be able to access your accounts. Always log off properly when you're finished.

2. Be careful about giving out too much information about yourself. Never tell people you meet online your real name, phone number or address.

3. Avoid private chats with people you don't know. People can hide their real identity online and may not be who they say they are. Remember, never meet anyone you've met over the internet in real life.

4. Remember that once you've shared something online, it may be impossible to delete it from the web. People may have copied the image and if it's on a public website, you have no way to control who might look at it.

5. If anyone says or does anything that makes you uncomfortable online, ignore them and tell somebody about it.

Spread the news!
Part of being a good digital citizen is helping others. If you know someone who has only just started using the internet or isn't very confident going online, tell them what you've learned!