



# Security and Sharing

Internet Safety



**Fife Adult Support & Protection**

[www.fife.gov.uk/adultprotection](http://www.fife.gov.uk/adultprotection)

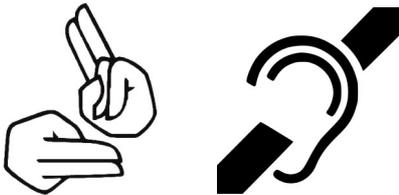




If you are in danger online call **999**.

If it is not an emergency call Police on **101**

or the **Adult Protection Phone Line**  
**01383 602200**



People who use British Sign Language or someone who has a hearing loss should text the SMS Emergency service if they are in danger.



To register for this service text the word **register** to 999.

You will get a text back with more information.

If it is not an emergency:

- text Police Scotland SMS 24 hour number
- or text Fife Council SMS number  
**07781 480 185**



Both these SMS services need you to register.

The Police SMS number will be sent to you when you have registered.



Get both registration forms at:  
[www.fife.gov.uk/adultprotection](http://www.fife.gov.uk/adultprotection)



The internet is part of everyday life.

Many people are not confident about using the internet.

It is important to know how to keep yourself safe.



This guide provides some information on how to stay safe.



Do not believe everything you see or read on the internet.

Stay in control of your information.

The internet is constantly changing.

For the most up-to-date information and advice visit:

<https://www.scotland.police.uk/keep-safe/keep-secure-online/>

[www.getsafeonline.org](http://www.getsafeonline.org)

[Mencap Safe Surfing project](#)

[Change People: Keeping Safe Online](#)





## Get secure

Never tell anyone your passwords.



Keep your password reminders in a secret place.

Choose a password that you can remember easily.



Do not open any files attached to an email from an email address you do not know.

Think twice before you open an attachment from a friend.



Sometimes email accounts are 'hacked' or stolen and messages and attachments are sent to all of the people in the address book.

If it doesn't look like something your friend would send you, email them to check.



**If in doubt, delete it.**

Make sure that your home wi-fi has a password.



If you don't, people who are nearby would be able to use your internet.

## Don't catch a virus!



Make sure your computer has anti-virus and anti-spyware installed on it.

This will help to protect you and your information.



Don't open attachments or click on an email link if you do not know the person who has sent you it.



There are many different choices for internet security.

Antivirus/antispyware software and internet security packages can be bought from most high street computer stores or online.



For information on the best free and legal antivirus software go to:

[www.moneysavingexpert.com/utilities/free-anti-virus-software](http://www.moneysavingexpert.com/utilities/free-anti-virus-software)

Visit [www.cyberaware.gov.uk/](http://www.cyberaware.gov.uk/)

which has information on how to keep your computer or smartphone safe.





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## Staying safe on the move

Mobiles can be easily lost or stolen.

Put a password or security pattern on your mobile to lock it, so it can't be used by anyone else.

Never tell anyone the password or pattern.

Never store personal details on your mobile or emails.

If you give your phone away, do a factory reset to clear all of your information. This will be in your phone 'Settings'.

If your phone is lost or stolen, report it as soon as you can by calling Police on 101.

Change your passwords for any online accounts.

You can register your mobile phone at: [www.immobilise.com](http://www.immobilise.com)

If you use the internet in a public place like the library, make sure you sign out of your email account before you leave.

Never use a public computer to do online banking or anything that needs your personal information.



## Sharing information

If you share information online it is called a 'post'.

Think before you post.



Do not upload videos of yourself onto sites like YouTube unless you are happy for anyone to see them.



Once you put a picture online, you lose control of it.

Other people could see it and download it.

Anything you put online could stay there forever.



## Webcams

Think carefully if you are using a webcam.

Do you know who you are speaking to?

Criminals can trick webcam users into doing things they don't want to do.

They record what you are doing and say they will show everyone unless you pay them.

This is called blackmail.



If this has happened to you call Police on **101**.



## Chatrooms



A chatroom is a place on the internet where people can 'chat' using text.

Chatting with people online can be a great way to make new friends and talk with people who have the same interests.



Remember that anyone can pretend to be someone they are not.

Check your privacy settings.



Check if you are in a group chat room, or messaging just one person so you know who can see your messages.

You can click on 'ignore' or 'block' if you do not want to talk to people you do not know or people who are upsetting you.

Keep your personal information secret, even if someone asks for it.

This is information like your address, phone number, personal email address or your bank details.



Don't use your real name—use a nickname.

Get more information at:

<https://www.getsafeonline.org/social-networking/chatrooms/>

## Need some help?



The internet can be a great way to learn new things, make new friends, and keep in touch.

But people are not always what they seem online.

People may try to get you to do things you don't want to do.

They may try to change how you feel about things.

Don't be bullied.  
You don't HAVE to do anything.

Don't do something online that you wouldn't do in real life.

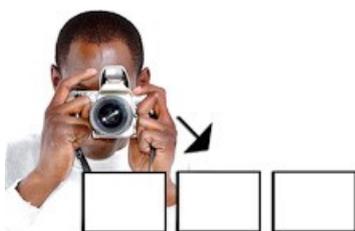
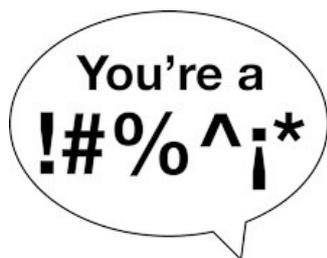
If anything you see or read online worries you or makes you upset, tell someone.

If you need help or support with how you are feeling phone:

- **Samaritans 116 123**
- **Breathing Space 0800 83 85 87**
- **Adult Protection Phone Line  
01383 602200**



## Don't be bullied



This can include:

- Abusive or threatening comments
- Taking your pictures, changing them and putting them back online
- Threatening you
- Bullying you to send inappropriate pictures

## If you are being bullied:

- Do not reply
- Block them, and report them  
Go to page 11 of this booklet for who to tell.
- Save and print out any bullying messages, posts, pictures or videos you receive so you can show the Police.

[www.bullying.co.uk](http://www.bullying.co.uk) - advice on staying safe  
Free helpline **0808 800 2222**.

[www.respectme.org.uk](http://www.respectme.org.uk)—anti-bullying service

[www.arcuk.org.uk/safetynet/](http://www.arcuk.org.uk/safetynet/) - information about 'mate crime'. This is when people pretend to be your friend and then use you or bully you.



## What if things go wrong?

Speak to someone you trust if anything makes you feel scared or uncomfortable.



It can be difficult to ask for help or talk about any abuse.

Do not be embarrassed to tell someone.

Telling someone will get you help and might stop others being bullied and upset too.



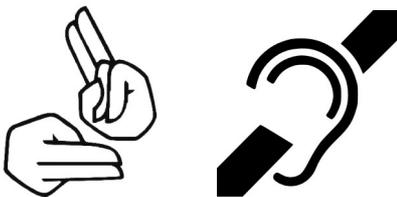
If anyone's behaviour online makes you feel in immediate danger, contact the police straight away by phoning **999**.

If it is not an emergency you can call:

- **Police 101**
- **Adult Protection Phone Line 01383 602200**



Deaf BSL users or someone with a hearing loss should use the [Emergency SMS](#) service if it is an emergency.



If it is not an emergency use the **Police SMS** service.

If you or someone you know is at risk of harm or is being neglected,  
**call the Adult Protection Phone Line: 01383 602200**

Internet Safety support and advice:

[www.Staysafeonline.org](http://www.Staysafeonline.org)

[www.cyberaware.gov.uk/](http://www.cyberaware.gov.uk/)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.Thinkuknow.co.uk](http://www.Thinkuknow.co.uk)

## Alternative Formats

Information about Fife Council can be made available in large print, braille, audio CD/tape and Gaelic on request by calling **03451 55 55 00**



### British Sign Language

please text (SMS) 07781 480 185



### BT Text Direct:

18001 01592 55 11 91

## Language lines

Arabic	خط هاتف اللغة العربية: 03451 55 55 77
Bengali	বাংলায় আলাপ করার জন্য টেলিফোন লাইন: 03451 55 55 99
Cantonese	中文語言熱線電話: 03451 55 55 88
Polish	Polskojęzyczna linia telefoniczna: 03451 55 55 44
Urdu	اُردو زبان کے لیے ٹیلیفون نمبر 03451 55 55 66



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