Tips for Online Safety at Home

Protect all electronic devices.

• Keep software updated with the latest security software.
• Never turn off your firewall or antivirus software.
• Keep the wireless router protected with a password.

Be smart online.

• Do not click on links or attachments from addresses or people you do not know. Copy and paste links into your browser. Preview attachments before you download them.
• Enable a secure VPN (virtual private network) for private searches and online browsing.

Think before handing out personal information.

• Before you enter private information, check the web address. It should have a prefix of https:// in the address and a locked lock should appear beside the address.
• Never provide sensitive information in response to an email or instant message.
• Give money online to charities with which you are familiar. Learn about who to contact and avoid giving to unknown senders; to protect from possible scams.

Create strong passwords and keep them secret.

• Use a combination of capital and lowercase letters, numbers, and symbols to make a phrase or sentence.
• Use different passwords for different accounts for better security.
• Write passwords in a notepad, and keep this in a safe place, or log passwords into a password manager online.
• Take charge of your online reputation.
• Google yourself once in a while to know what people see when they google you.
Generate an accurate positive online portrait of yourself.

- Use social networks safely.
- Check and change privacy settings on social media and web browsers to protect yourself from unwanted monitoring and manipulation of sensitive information.
- Choose social friends wisely and keep tabs on posts that mention you.
- Don’t post anything that could harm your career or personal life.
- Take extra steps to keep children safe online
- Monitor and provide guidance often.
- Set guidelines for online access that fit your child’s age and your values.
- Know who your children interact with online.

References


Microsoft. (n.d.). Top tips for online safety at home [Tip Sheet]. [Link]