Internet Safety Rules & Tools For Educators & Public Safety

A Resource provided by the Federal Bureau of Investigation, Kansas City Division through the Missouri Center for Education Safety

MISSOURI CENTER FOR EDUCATION SAFETY

TOP 10 INTERNET SAFETY RULES 'N TOOLS

1. **Establish Rules.** Time allowed online; approved sites to visit; know your child's online activities; approve buddy lists.

2. **Common Space Computers.** Supervise the use of the computer.

3. **Keep It Neutral.** Choose gender neutral, non-revealing, non-suggestive screen names and email addresses.

4. **Open Communication.** Establish an ongoing dialogue and spend time on the Internet with your child.

5. **Protect Personal Information.** Supervise photos, profiles, and other information posted online.

6. **Use Privacy Settings.** Restrict access to and limit who can view your child's social networking and online gaming profiles.

7. **Think Before You Post.** Supervise the types of photos and videos being posted online. Allow webcam usage only under strict supervision.

8. **Know Where They Go.** Learn the social networking sites and how your children communicate online

9. **Don't Meet A Stranger.** If you do not know the person in real life, never agree to a face-to-face meeting.

10. **Utilize Software Tools.** Filters to block inappropriate websites; parental controls; monitoring software; limit live audio chat; use safe search engines; check Internet history; check image files; set up the family's Internet accounts.

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INTERNET HOW TO'S

TO FIND RECENTLY VISITED WEBPAGES:

NETSCAPE NAVIGATOR

1. Launch **NETSCAPE NAVIGATOR**
2. Click **GO**
3. Select **HISTORY**
   Can search by date, site, etc

MS EXPLORER

1. Launch **INTERNET EXPLORER**
2. Click on **HISTORY** icon

OTHER BROWSERS

1. Click **START**
2. Click **CONTROL PANEL**
3. Click **INTERNET OPTIONS**
4. Under General Tab, Click **TEMPORY INTERNET FILES**
5. Click **SETTINGS**
6. Click **VIEW FILES**

TO FIND SAVED INTERNET FILES:

NETSCAPE NAVIGATOR

1. Launch **NETSCAPE NAVIGATOR**
2. In the address line, type:
   file:///c:/WINDOWS/Temp/Temporary Internet Files

MS EXPLORER

1. Launch **INTERNET EXPLORER**
2. In the address line, type:
   C:\Windows\Temp\Temporary Internet Files

OTHER BROWSERS

1. Click **START**
2. Click **CONTROL PANEL**
3. Click **INTERNET OPTIONS**
4. Under General Tab, Click **TEMPORY INTERNET FILES**
5. Click **SETTINGS**
6. Click **VIEW FILES**

TO FIND IMAGES:

1. Click **START**, point to **SEARCH** and click **FOR FILES OR FOLDERS**
2. In **SEARCH FOR FILES OR FOLDERS NAMED**, type all or part of the file name or folder you want to find. The following will list most images: *gif, *.jpg, *.tif, *.bmp, *.art, *.jif
3. To search for files containing specific text, in **CONTAINING TEXT**, type the text you want to find.
4. Click **SEARCH NOW**

The NetLingo.com Top 50 Internet Acronyms Every Parent Needs to Know:

ADR - Address
AEAP - As Early As Possible
ALAP - As Late As Possible
ASL - Age/Sex/Location
CD9 - Code 9 - parents are around
C-P - Sleepy
F2F - Face-to-Face
GNOC - Get Naked On Cam
GYPO - Get Your Pants Off
HAK - Hugs And Kisses
ILU - I Love You
IWSN - I Want Sex Now
J/O - Jerking Off
KOTL - Kiss On The Lips
KFY -or- K4Y - Kiss For You
KPC - Keeping Parents Clueless
LMIRL - Let's Meet In Real Life
MOOS - Member Of The Opposite Sex
MOSS - Member(s) Of The Same Sex
MorF - Male or Female
MOS - Mom Over Shoulder
MPFB - My Personal F*** Buddy
NALOPKT - Not A Lot Of People Know That
NIFOC - Nude In Front Of The Computer
NMU - Not Much, You?
P911 - Parent Alert
PAL - Parents Are Listening
PAW - Parents Are Watching
PIR - Parent In Room
POS - Parent Over Shoulder
PRON - porn
Q2C - Quick To Cum
RU/18 - Are You Over 18?
RUMORF - Are You Male OR Female?
RUH - Are You Horny?
S2R - Send To Receive
SorG - Straight or Gay
TDTM - Talk Dirty To Me
WTF - What The F***
WUF - Where You From
WYCM - Will You Call Me?
WYRN - What's Your Real Name?
ZERG - To gang up on someone
8 - Oral sex
1337 - Elite -or- leet -or- L337
143 - I love you
182 - I hate you
1174 - Nude club
420 - Marijuana
459 - I love you

Source: *www.netlingo.com*

RESOURCES

National Center for Missing and Exploited Children

- www.missingkids.org

Netsmartz

- www.netsmartz.org

Get Net Wise

- www.getnetwise.org

"Parent's Guide to Internet Safety"

- www.fbi.gov

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ID THEFT PREVENTION CHECKLIST

- **Photocopy the contents of your wallet.** Copy both sides of each credit card. Keep the photocopies and account #'s at home in a safe and secure place.
- **Protect personal information.** Do not give personal information over the telephone, through the mail or over the Internet unless YOU initiated the contact.
- **Shred, shred, shred.** Shred credit card offers, bills, statements, old financial documents, unused checks, and other sensitive mail. Stop unsolicited credit card offers (888.567.8688 or optoutprescreen.com).
- **Trust no one.** Never leave bills in plain sight in your home. Almost half of identity thieves are friends, relatives or in-home employees.
- **Clean out your wallet.** Do not carry your social security card, birth certificate or passport unless necessary.
- **Keep checks plain.** Do not print your SSN or driver's license number on your checks. Do not carry around papers, such as pay stubs or health insurance cards, with your SSN on them.
- **Avoid the red flag.** Put mail in a secure mailbox. Set up a post office box to receive mail, especially bills.
- **Examine your statements.** Alert companies immediately of any unauthorized charges. Know when your monthly bills should arrive and call if they are more than a few days late.
- **Limit bank card usage.** It can take a long time to recover your money. Credit cards are safer and liability is limited up to $50.
- **Order credit reports twice a year.** Check for errors and suspicious activity. Equifax (800.685.1111); Experian (888.397.3742); TransUnion (800.916.8800); www.annualcreditreport.com (877.322.8228).

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ID THEFT
ONLINE PROTECTION

- **Install software.** A firewall prevents others from seeing what you do online; virus protection keeps viruses from collecting data; anti-spyware prevents a thief from recording what you type on your computer.
- **Keep your operating system current.** Manufacturers are continuously identifying new fraud risks and creating "patches" for operating systems to address them.
- **Be wary of email attachments.** Never open an unexpected attachment in an email, even if it looks like it is from a friend. It could contain a virus or spyware.
- **Be careful responding to emails.** Never respond to an email asking for personal data ("phishing" schemes). Legitimate businesses never ask for personal information via email.
- **Cell phone users beware.** "SMShing" attacks occur when a thief sends a text message that lures victims into visiting fraudulent websites or downloading malicious content via cell phone.
- **Disposing of old computer/phone.** If you are selling or giving away an old cell phone or computer, be sure that all of your information is deleted.
- **Public Internet.** If using a computer at a hotel, library, etc., delete the files you were working on and never access financial data from a public computer.
- **Remember me?** Never check the "remember me on this computer" box when using someone else's computer and visiting websites where user names and passwords are required.
- **Online shopping.** When shopping online, make sure the site's URL has a padlock icon and/or contains an "s" after "http," both of which indicate the site is secure, before inputting personal information.
- **Be smart about passwords.** Never use your mother's maiden name, your birth date or the last 4 digits of your SSN as a password. Pick a password with a combination of letters, numbers, and symbols.

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STEPS TO TAKE IF YOU ARE A VICTIM OF ID THEFT

1. **Replace your credit cards.** Consumer liability limited to $50 as long as creditor is contacted within 60 days from the date the bill was mailed.

2. **Replace your ATM and debit cards.** Liability for unauthorized debits limited to $50 if bank is contacted within 2 days of losing your debit card. May take up to 10 days to reimburse your money.

3. **Close your checking account.** Stop payment on checks in circulation. Contact check verification companies if checks stolen or bank account set up fraudulently (CheckRite 800.766.2748; Telecheck 800.710.9898).

4. **Contact the major credit bureaus.** Equifax (800-525-6285); Experian (888-397-3742); and TransUnion (800-680-7289). Place a fraud alert on all three credit reports.

5. **Contact the police.** Ask for a crime report to attach to letters you send to credit card companies and banks.

6. **Contact Social Security Administration.** Report fraudulent activity (800-269-0271); check your earnings statement (800-772-1213); do not carry your SSN card in your wallet.

7. **Contact the FTC.** Federal Trade Commission Identity Theft Hotline (877-438-4338). FTC provides sample letters and forms (www.ftc.gov; click on “Consumer Protection” and then “Identity Theft”).

8. **Contact the U.S. Postal Inspection Service.** If you suspect an identity thief has submitted a change of address form to redirect your mail or has used the mail to commit fraud involving your identity.

9. **Keep records.** Keep a written log of fraudulent transactions and your efforts to repair your identity.

10. **Don’t panic.** Be patient, organized, and persistent as you work to clear your name and win back control over your identity.

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RESOURCES

- **To reduce the amount of unsolicited pre-approved credit card offers:**

  Call 1-888-5-OPTOUT (1-888-567-8688)

- **To opt out of receiving direct mail marketing from national companies for 5 years:**

  Direct Marketing Association
  Mail Preference Service
  P.O. Box 643
  Carmel, NY 10512

- **To reduce telemarketing calls at home:**

  www.donotcall.gov
  888.382.1222

- **To opt out of receiving unsolicited email, complete the Direct Marketing Association's online form at:**

  www.dmaconsumers.org/offemaillist.html

- **Place a fraud alert on your credit reports:**

Equifax	Experian	TransUnion
P.O. Box 740241	P.O. Box 9532	P.O. Box 6790
Atlanta, GA 30374	Allen, TX 75013	Jackson, MS 39288
800.525.6285	888.397.3742	800.680.7289
www.equifax.com	www.experian.com	www.transunion.com

- **Check verification companies:**

Telecheck	Certegy, Inc.	Int'l Check Services
800.710.9898	800.437.5120	800.631.9656

Contact SCAN at 800.262.7771 to learn if the ID Thief has been passing bad checks in your name.

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