# Staying Safe on the Internet

easy read

**Part ③ Using the internet to stay in touch**

# Using the internet to stay in touch

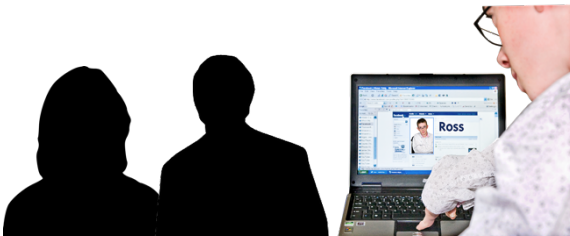Lots of people use the internet to keep in touch with other people.

Here are some different ways you could do this.

**Email**

Emails are messages that you can write and send to another person or group of people.

You can add pictures or extra information and send it with the main email message.

Never send your personal information to someone you don't know.

Sometimes people get emails that trick them or damage their computer.

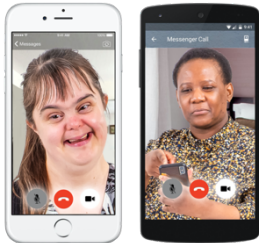Don't open an email if you are not sure it is ok. Ask someone to help you decide.

Delete emails that don't look safe.

# Social media

Social media includes lots of different websites and Apps.

Some examples are Facebook, Twitter, Snapchat and WhatsApp.

You can send messages, photos and videos.

You can have chats about all kinds of things with other people.

Social media apps let you set up a **network** of people to be in touch with.

Your network can include people you know in real life.

Social media also lets you have contact with people you don't know.

You need to be careful who you let into your network.

# Online bullying

It can be fun to use social media to get in touch with people.

But sometimes people use social media to be unkind and bully other people.

People in your network might share things that upset you.

Sometimes strangers will pretend to be your friends.

But they might try to cheat you or hurt you.

If you are being bullied or you are worried about something, tell someone you trust.

If it is very bad you can report it to the police or other people that can help.

# Online dating

Sometimes people use the internet to meet others or to find a boyfriend or girlfriend.

But online dating can be risky.

Criminals can use online dating to hurt or trick people.

Someone could pretend to be your boyfriend or girlfriend. They could tell you lies and ask for money.

Never send photos of yourself to a stranger.

Never send photos of yourself with no clothes on.

Never give anyone your personal information such as where you live.

Never go by yourself to meet a stranger for a date.

Always tell someone you trust if you are using online dating websites.

# Using the internet at work

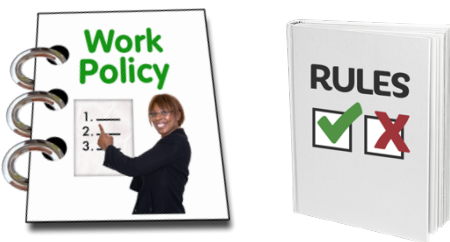Some people use the internet for their job.

This could be for emails or for finding information.

People sometimes use the internet for work meetings.

Workplaces don't like you using the internet for personal reasons when you are meant to be doing your job.

This includes when you are using the work computer, or using your own phone or iPad.

Make sure you know what the internet **policy** is at work.

This tells you the rules about using the internet.

Ask someone to explain the rules if you aren't sure what they mean.

This information was made by Down Syndrome Australia.

You may like to read our other guides about staying safe online.

**Part 1** Using the internet safely

**Part 2** Using money online

**Part 3** Using the internet to stay in touch

**Part 4** Top tips for staying safe online