Learn how to use the internet safely

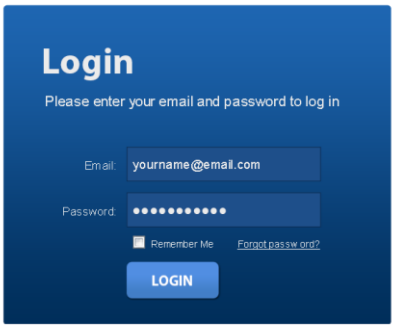
This booklet will help you to learn about:

- **Passwords**
- **Scams**
- **Cyber attacks**

It is designed for people who already use the internet and want to be safer.

Passwords

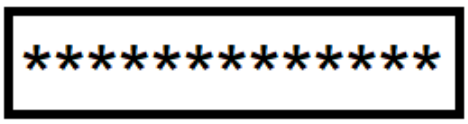
Passwords help keep our information safe.



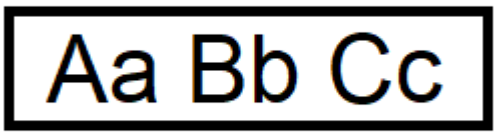
You need to have a password when you login to your email, Facebook or shopping websites.

Your password must be strong so that other people cannot get into your accounts.

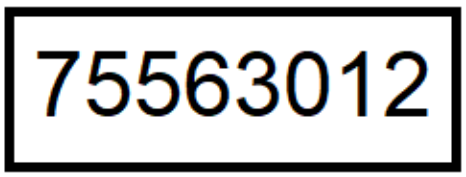
Here are some rules you can use to make a strong password.



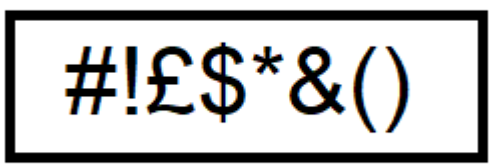
Strong passwords are very long.



Strong passwords have letters that are upper case and lower case.



Strong passwords have numbers.



Strong passwords have special characters.

Chocolate
Horse
Rain

One way you can create a strong password is to use 3 random words.

Choose 3 words that are from different areas of life.

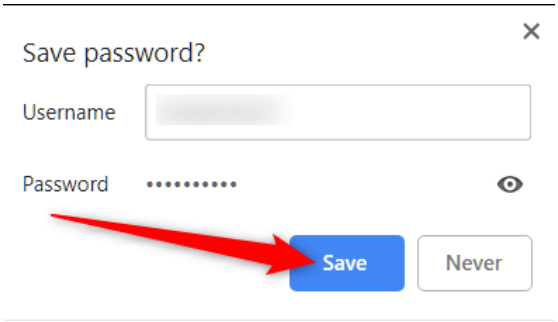
ChocolateHorseRain12%

Add some numbers and special characters.

ChocolateHorseRain12%

Do not use the examples in this booklet for your passwords.

You need to use a different password for each different website. It can be hard to remember all these passwords.



Your computer can remember your passwords for you, using a ‘password manager’.

Do not tell your passwords to anyone else.

You can write down your password.

If you write down your password, make sure it is put somewhere safe.

Online scams

A scam is when someone pretends to be a person or organisation you know so they can steal your information or money.

You could receive a fake email that looks real but is from someone pretending to be a person you know.

You could enter a fake website that looks real.

There are some things you can look for to see if the email/website is real or fake.

Emails

If you get an email from someone you know, make sure the email address is correct.

Dear customer,

I may having well. Please sending me email. God bless.

If the email sounds strange or has spelling mistakes, it could be a fake email.

You must reply in the next 9 minutes 59 seconds or pay £500!

If the email makes you feel anxious and says you have to do something quickly, it may be a fake email.

Please send your bank details so we can transfer to you £6,000,000.

If the email asks you for details about yourself or your bank card details, it could be a fake email.

Free iPhone!
Click here
www.freeiPhonesforyou.com

Do not click on the files, pictures or website links in suspicious emails.

Trust your gut if you think something is wrong.

Show the email to someone you trust like a family member, friend or support worker.

Do not reply to the email if you do not trust it.

Your bank will never email you to ask you to call them.

If you are not sure if an email is really from your bank, go to www.google.co.uk and find your bank's phone number on their website.

Call this number and tell them about the email. They will tell you if it is real or a scam.

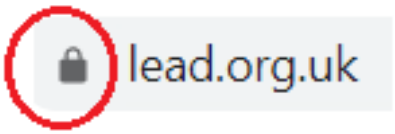
Websites

Congratulations!

You've won £500!
Click here

Some bad websites can pop up and tell you that you've won some money.

If it seems too good to be true, it probably is a scam.



Look to see if there is a padlock next to the website link. A padlock means it is more secure.

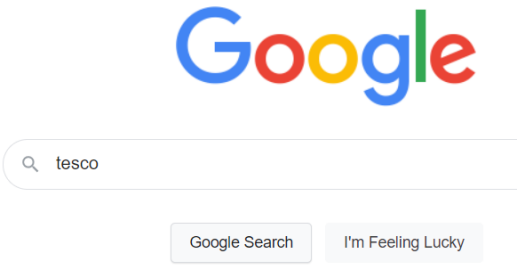
www.tesco.com ✓

www.t3sc0.com ✗

If it is a shop or brand you know, is the website link correct?

If you aren't sure if the website is real or fake, you can ask someone you trust.

If the email or website is from a shop or business, you can use google to check if it is real.



Go to www.google.co.uk and search the name of the business or company like Tesco or Superdrug.

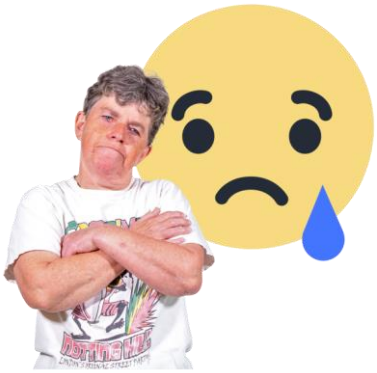
www.tesco.com ✓

www.t3sc0.com ✗

Check to see if the email address or website link is the same as the one you are suspicious of.

Cyber Attacks

Cyber attacks are when someone gets into your computer or steals information like your password or bank details.



Cyber attacks can feel really scary. It is not your fault.

If you think a cyber attack has happened, talk to someone you trust like a family member or friend.

You can call the police on 101 (999 if it is an emergency).

Before you call them, you can write down what happened. This can make it easier to report.

Thank you to our learners and volunteers who helped to develop this leaflet, including Margaret Heron, Ian Winton and James Ursell.

If you want to know more about Lead Scotland you can go to our website:

www.lead.org.uk

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Linking education and disability

The Scottish Government
Riaghaltas na h-Alba

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