Be Careful

Even though images might erase after a few seconds on Snapchat, that doesn't mean they are gone forever. You should never send pictures of yourself over the internet that you wouldn't be happy for your teachers and parents to see. Once an image is sent out, it could be sent to more people and there could be big consequences.

Only speak to people you know

Across the internet, there are people who might try to add you or follow you across different social media pages. You should only ever accept these people if you know who they are and should never add someone you don't know. People can pretend to be someone else through a computer screen and it is important that you never arrange to meet anyone through the internet. And anyone you do meet, you must tell a responsible adult beforehand.

Report things that aren’t right

If something you’ve been sent isn’t right or you don’t like the things that you see, you can report people to Snapchat and Instagram. You can report people through Instagram by following this link. And you can do the same on Snapchat too.

Keep things hidden

Snapchat and Instagram both have the option to keep things hidden. This means you only have to let people you choose see your images. This adds more safety to your account and stops strangers getting in touch with you.

Be careful who to send things to

With apps such as Snapchat, things are sent quickly and then you can’t take them away. To properly ensure you are using it properly and avoiding any embarrassment, double check who you are sending pictures to.
Think Before You Tweet

Writing a tweet is easy to do and you may think it is harmless, but it can affect people in different ways. What you might find a joke someone could find upsetting and offensive, so make sure you reconsider before hitting the send button.

Once you post something online, it is extremely difficult to completely remove it. If you’ve said something that could be classed as sexist, racist or simply offensive, you may well have to face the consequences.

Employers are also using Twitter more frequently as a way to determine who they want to join their company. If your profile is filled with offensive tweets or inappropriate content, you could cost yourself the chance of a job.

It is a public place

This means that whatever you write, people can see. There are different security levels to protect your account but if you choose to allow people to see everything, then you could be followed by people you don’t know from all across the world.

While Tweets can be protected so only approved followers can see them, most users share their Tweets with everyone. If you want your Tweets to only be available to approved followers, you can protect your Tweets.

Keep your details private

It is vital that you don’t pass on your login information to anyone else. Giving people your password allows them to sign in to your account and post things that could be offensive and hurtful. Your followers would then read that from you and it could affect your friendships and relationships both on and offline.
Respect others

The great thing about Twitter is that it lets everybody have their opinion, but it doesn't mean that yours is the right one. People from all over the world think differently and just because you might not agree, it doesn't mean you can argue about it. Conversations are ok but arguing over the internet isn't clever and can make you say something you didn't mean to say.

Block and Ignore

If you don’t like the way someone is speaking to you or you don't know that person, you can block them from contacting you. Bullies thrive on getting a response and if you simply ignore them, they are less likely to continue trying to get in contact. If you are being bullied online, it is vital that you tell a responsible adult and report that person to Twitter.
Don’t become friends with strangers

With Facebook used by billions of people across the world, it is possible that people you don’t know might try to add you. Being friends with people from school and family is ok, but you should never accept someone unless you do consider them to be a friend or someone you know well. Strangers will have access to your updates, pictures, likes and other friends, so make sure you keep you only add people that you know in person.

Keep your privacy secure

The best thing about Facebook is that you have the chance to choose how you want other people to view your profile. Whilst you could let people who aren’t friends with you see everything you put online, you can also choose to hide images, friendships and updates. Make sure you keep your profile secure and only for your friends to see.

Keep your password a secret

This is important with every social media but Facebook in particular. You should never tell anyone your password, no matter how much you trust them. If you were to provide your log in details to someone else and they post things without you saying it is ok to do so, people will think it is you and that can affect your relationships and what people think of you.

Report what you don’t like

Facebook makes it very easy to report people for things that are offensive to you. By clicking on ‘report’, you have the chance to make Facebook aware of things which could harm or upset people and they can then try and deal with the situation. If you are ever in a situation where you feel threatened by something, the report button is key.
Think about what you write

Like the entire internet, the things you say on Facebook never really go away. Something which you might think is a joke could be taken offensively so you need to think before adding it to your page. People around the world have found themselves in serious trouble for things they have written on their page without thinking, so make sure you consider what others might think first.

For more information on keeping safe, visit http://www.facebook.com/safety