

Safe Surfing for Families

An Internet Safety Guidebook for Parents and Families

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For Proper Use, Please Read Carefully.

Guidebook Disclaimer

The information contained in this parental guidebook is for general information purposes only. While we hope that the guidebook will be helpful, we make no representations or warranties of any kind. We have made every reasonable attempt to achieve complete accuracy of the content in this guidebook; we assume no responsibility for errors or omissions.

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For example:

Doe, J. (2011). Internet Safety. *Internet Safety Guidebook*. Retrieved from www.internetsafetyguidebook.com

Author's Last Name, First Initial. (Year of Publication). Title. *Site or Journal Title*. Retrieved from Website URL

Please use this guidebook as you, the parent, educator, or school, see fit. You should adjust your usage of the information and recommendations accordingly. Enjoy!

Disclaimer for MySpace and Facebook

The use of social networking websites such as MySpace and Facebook has become very popular recently. However, these programs may not be intended for children under the age of 13 years due to the content being displayed on some pages and the level of risk this may pose on them. If the use of MySpace and Facebook is agreed upon between the parents and child, the following privacy settings and steps are recommended to best protect your child from any unwanted or harmful risks.

Disclaimer for Parent-Approved Websites

While the suggested websites do contain content appropriate for children, tweens, and teens there is no guarantee that predators are not using these websites as a tool to meet underage children. Safe Surfing for Families asks that you advise your child about the safe internet practices discussed in the guidebook and always monitor child's online activity.

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Welcome!

If you are reading this guidebook, you probably have a child at home and are concerned about taking the necessary precautions to safeguard your family's computer. Thank you for taking steps to learn the basics of safe and responsible home computer usage.

Looking back on childhood, many of us remember carefree days filled with riding bikes, playing tag, and building forts. People did not lock their cars, or even their houses. The passage of time has brought many extraordinary things that have made us all wonder how we survived without them: microwave ovens, cell phones, and especially the internet.

Computer usage has evolved; when first invented, they filled entire rooms. Slowly, they began to creep more and more into our daily lives. At first, computers were only used if you had a very technical job. Now they are used in almost every aspect of our lives; at the store to check out our purchases, at the doctor's office to store our medical records, and even at the soccer field to track junior's goals per season.

A survey of American adults reported that three out of four households have computers. Over the last ten years, youth ages 8-18 have tripled their computer usage. Parents must take the necessary precautions to protect children from potential dangers online with this surge in internet usage.

With startling statistics such as: over 40,000 known sex offenders have MySpace pages, 35% of children report being threatened online, and 58% say that they have not told their parents or an adult that something damaging has happened to them online, the need for extra caution online is undeniable.

We hope, through the use of this guidebook, you can better prepare your home for safe computer usage. The goal: to keep predators from contacting your children via technological devices and keep children away from potentially dangerous, unrestricted websites.

With a little time and know-how, anyone can implement the appropriate safeguards in their homes. This guidebook is one resource available for families. We invite you to explore the internet frequently for new tips and security software, as well as to see what new and exciting opportunities are available for your family.

Happy safe surfing!

How to Add a New User Account Using Windows XP

To create a new user account using Windows XP:

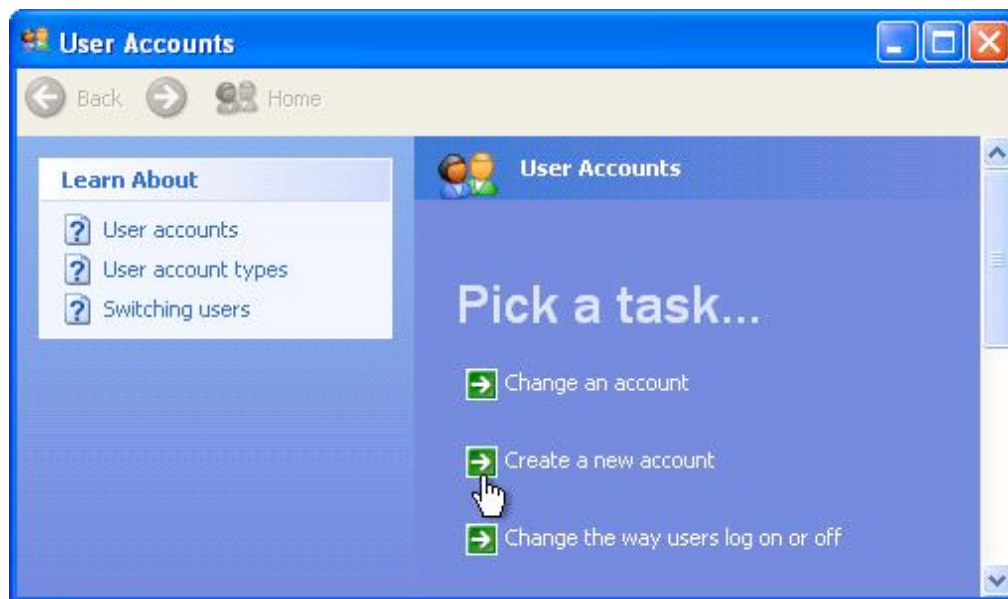
1. First, log on to your computer as an administrator. Click **Start**, and then click the **Control Panel** icon.



2. Select **User Accounts** under the **Pick a category** section.



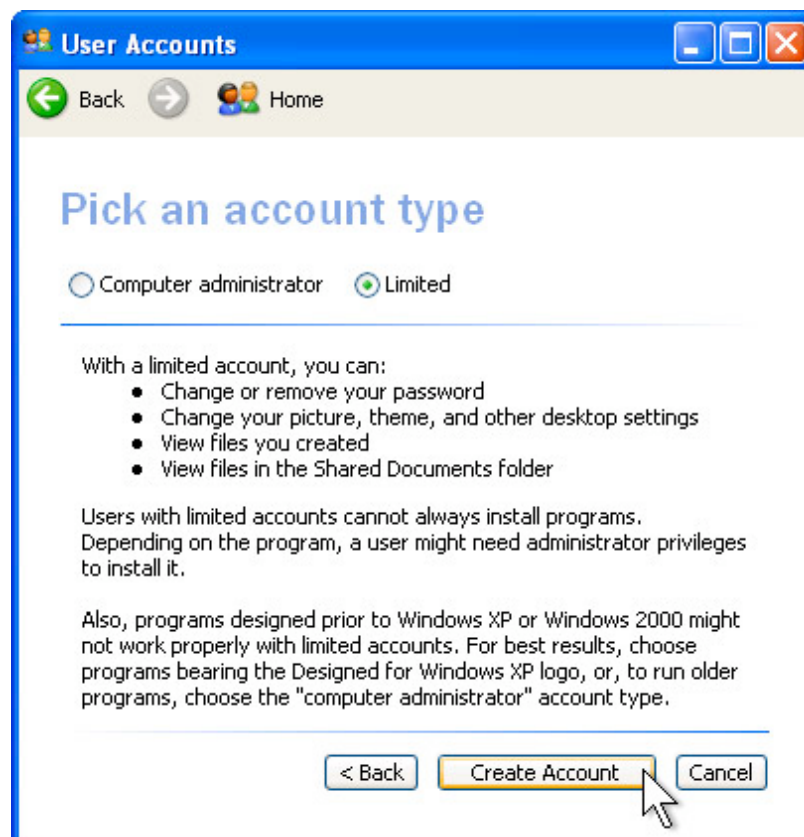
3. Under **Pick a task**, select **Create a new account**.



4. In the **Name the new account panel**, type the name for the new user. You can use the person's full name, first name, or a nickname. Then click **Next**.



5. The User Accounts wizard displays the **Pick an account type** page. Click **Limited**, and then click **Create Account**.



6. Return to Step 3 to create another new account.



Note: In these steps, you learned to create a **Limited Account**. A Limited Account offers better security than Computer Administrator accounts; however, Limited Accounts cannot make system-wide changes or install some applications. If you need to make changes to your system, please log on with the Computer Administrator account you originally used to create the new user account.

*To view a step-by-step video adding a new user account in Windows XP, please see the following link:

<http://www.youtube.com/watch?v=w-a-P208bLU>

How to Add a New User Account Using Windows 7

To create a new user account using Windows 7:

1. To open **User Accounts**, click the **Start button** , click **Control Panel**, click **User Accounts and Family Safety**, and then click **User Accounts**.
2. Click **Manage Another Account** . If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
3. Click **Create A New Account**.
4. Type in the name you want to give the user account, click an account type, and then click **Create Account**.

*To view a video in creating a new user account, please see the following link:

- Select 'My computer is in a workgroup' and the video will be revealed
<http://windows.microsoft.com/en-US/windows7/Create-a-user-account>

Internet Explorer Content Advisor for Windows XP

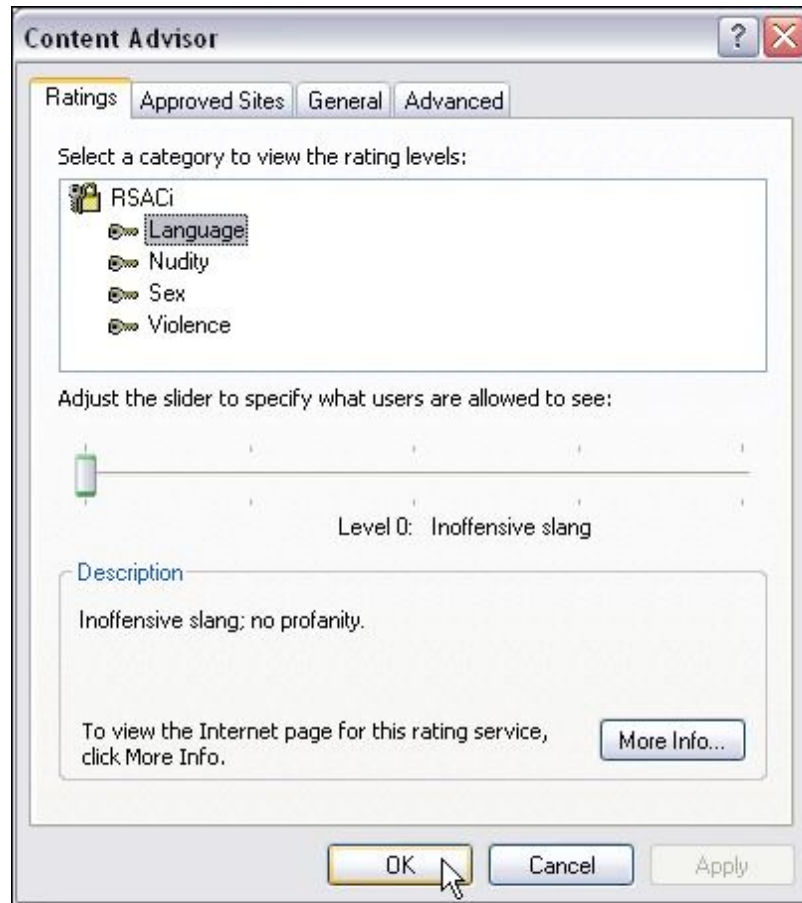
The Content Advisor in Internet Explorer is one way to protect your family's online safety. Most other browsers offer their own mechanism to deal with internet safety.

To enable the content advisor in Internet Explorer:

- Click on the **Tools** menu and select **Internet Options**
- In the Internet Options dialog, click on the **Content** tab and then click the **Enable** button



This will open up the Content Advisor properties window:



In this window, click each category and use the slider to set the desired level.

You will notice the "Approved Sites" tab. It allows you to add sites manually and specify if you want the site to be always blocked or always allowed.

The **General** tab lets you specify if websites without rating system should be blocked or not. You can also set a supervisor password and find rating systems in the **General** tab. Choose your secure password, write it down, and store it in a safe place.

You will need this password whenever someone needs access to restricted content and whenever you need to change or disable the Content Advisor.




*To view a step-by-step video turning on Parental Controls in Windows XP, please see the following link:

<http://www.windows-help-central.com/parental-controls-in-windows-xp.html>

Retrieved from: <http://www.windows-help-central.com/parental-controls-in-windows-xp.html>

How to Turn on Parental Controls in Windows 7

Manual Directions:

1. Open **Parental Controls** by clicking the **Start** button , click **Control Panel**, and then, under **User Accounts and Family Safety**, click **Set Up Parental Controls** for any user . If you are prompted for an administrator password or confirmation, please type the password or provide confirmation.
2. Click the **Standard User Account** that you would like to set up Parental Controls for. If the standard user account is not already set up, click **Create a New User Account** to set one up.
3. Under **Parental Controls**, click **On** to enforce current settings.
4. Once you have turned on **Parental Controls** for your child's standard user account, you can adjust the following individual settings that you want to control:
 - a. **Time Limits.** You can set time limits to control when children are allowed to log on to the computer. Time limits prevent children for logging on during specified hours. You can set different log-on hours for every day of the week. If a child is using the computer when their allotted time ends, they will be automatically logged off the computer.
 - i. Open **Parental Controls** by clicking the **Start** button , clicking **Control Panel**, and then, under **User Accounts and Family Safety**, clicking **Set up Parental Controls for Any User**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
 - ii. Click the account that you want to set time limits for.
 - iii. Under **Parental Controls**, click **On** to enforce current settings.
 - iv. Click **Time Limits**.
 - v. In the grid, click and drag the hours you want to block or allow.
 - b. **Games.** You can control access to games, choose an age-rating level, choose the types of content you want to block, and decide whether you want to allow or block unrated or specific games. For more information, see **Choose which games children can play**:

<http://windows.microsoft.com/en-US/windows7/Choose-which-games-children-can-play>

- c. **Allow or block specific programs.** You can prevent children from running programs that you do not want them to run. For more information, see: <http://windows.microsoft.com/en-US/windows7/Prevent-children-from-using-specific-programs>

*To view a step-by-step video for turning on Parental Controls, please see the following link:

<http://windows.microsoft.com/en-us/windows7/help/videos/using-parental-controls>

With Windows 7, the program **Windows Live Family Safety** allows safety monitoring of your children's computer usage through web filtering, contact management, activity reports, time restrictions, game restrictions, and program restrictions. This software may have already been installed on your computer if you already have Windows 7. To see if the Family Safety Filter is already installed on your computer, please see the following link and follow the step-by-step guide: <http://windows.microsoft.com/en-US/windows-vista/Protecting-your-kids-with-Family-Safety>

View and Delete Internet Explorer Browser History

The ability to view your browsing history online is convenient if you do not want to type in URLs for your favorite sites into your browser over and over again. Internet Explorer allows you to view the most recent websites you have visited and click on those sites to go back to them. You can tell Internet Explorer how long you want those Websites to be saved and you can also delete them. Deleting your browsing history is the best way to keep your internet travels a secret if you are sharing a computer.

Difficulty: Easy

Instructions:

Things You Will Need:

- Internet Explorer
- Computer
- Access to the Internet

To View Your Browsing History:

1. Enter Internet Explorer from your computer.
2. Select **Ctrl + 'H'**. This allows you to view browsing history by week or month.

*Video on How to Check Browsing History:

<http://www.youtube.com/watch?v=M5I0kUVcwC0>

To Delete Your Browsing History:

1. Click on **Tools** on the Internet Explorer toolbar.
2. Select **Delete Browsing History**.
3. Find the **History** heading and click on the **Delete History** button.
4. Click **Yes** when asked if you are sure you want to do this.
5. Select the **Close** button. Your browsing history is now deleted. To double-check this, click on the downward-pointing arrow on the address field at the top of the screen. You should be presented with an empty box.

*To read more on this topic, select:

How to View and Delete Browsing History on Internet Explorer | eHow.com

http://www.ehow.com/how_2033278_view-delete-browsing.html#ixzz1DhYKIZ9j

View and Delete Firefox Browser History

Difficulty: Easy

Instructions:

Things You Will Need:

- Computer
- Firefox Browser

To View Your Browsing History:

Firefox 3.5 and Above:

1. Open the browser.
2. Click **History** on the menu bar at the top of the browser window.
3. Click **Show All History**.
4. Select the date range you would like to see.

Earlier Firefox Versions:

1. Open the browser.
2. Click **View** in the menu bar at the top of the browser window.
3. Select **Sidebar**.
4. Select **History**.
5. Select the **View** button.
6. Select **By Date and Site** to view your history in chronological order.

To Delete Your Browsing History:

1. Re-open the **Options** (PC) or **Preferences** (Mac) box and click on the **Privacy** icon.
2. Hit the **Clear Now** button located in the Private Data section. A new box will open with multiple options for clearing your history.
3. Check any or all of the boxes that will delete your Web history. You can choose to delete cookies, cache, and browsing history.
4. Press the **Clear Private Data Now** button to delete all of your Web history.

Setting Up MySpace Privacy Settings for Your Child¹

*There is no parental control setting for MySpace. It is recommended that you and your child sit down and discuss privacy and security settings which best meets both of your needs.²

The following is a step-by-step guide in setting up the Privacy Settings within MySpace following our recommendations.

1. On the Home screen of MySpace, scroll to the bottom of the page and select **Privacy Settings**.

Around Myspace	What's Trending	Also on Myspace	IGN	Join Myspace	Get Help
Music	Charlie Sheen	IM	Video Games	Sign up	Help & FAQs
Video	Ashlee Simpson	Romeo	Game Reviews	Careers	Safety Tips
Movies	Kim Kardashian	Mobile	Video Game Cheats	Developers	Report Abuse
Television	Super Bowl Commercials	Themes	Game Videos	Terms	Sitemap
Celebrity	Curators	Myspace Layouts	Download Video Games	Karaoke Terms	Privacy Settings
	Lady Gaga	Sync		Privacy Policy	Privacy Policy
	Eminem	Karaoke		About us	Learn more
	Born This Way				Advertisers
					Press Room

Copyright © 2003-2011 Myspace Inc. All Rights Reserved

Change Country: United States (English)

2. Under **Profile** select **Profile viewable by** and select **My friends only**.

Settings

[Design My Profile](#)

[Edit My Profile](#)

[About me](#)

[Interests](#)

[Basic Info](#)

[Details](#)

[Companies](#)

[Networking](#)

[Schools](#)

Privacy

Profile

Your profile picture, your numerical friend ID, your vanity URL if you choose one, your stated location, your gender and age, your display name, and your real name (if you choose to display it) are always public.

Profile viewable by ☐ Everyone
☐ Only my friends and anyone over 18
☒ My friends only

Other Features

My Visitors ☐ My Visitors shows you the last 8 people to visit your profile. If you turn this off, you won't be able to see who visited your profile.

¹ Retrieved from <http://www.myspace.com>

² Refer to Disclaimer

3. Under **Other Features**, select **My Visitors**; check off any boxes that you wish to apply as a setting. Lastly, click **Save Changes** after your selections have been made.

Companies

Networking

Schools

Account Settings & Privacy

Account

No More CAPTCHAs

Other Email and IM

Password

Mobile

Privacy

External Apps

Blocked Users

Music Settings

Cancel Account

Other Features

My Visitors ☐ My Visitors shows you the last 8 people to visit your profile. If you turn this off, you won't be able to see who visited your profile.

Trendsetter ☐ Show my profile photo and display name in content recommendations [?]

Online now ☐ Show people when I am online [?]

Birthday ☐ Show my birthday to my friends

Block users by age ☐ Allow users under 18 to contact me

Applications ☐ Do not allow my profile information to be accessed by games and third-party services I haven't connected to [?]
☐ Do not allow communications from games and third-party services I haven't connected to

Go to Application Settings to change other settings for Apps and third-parties.

[Learn more about our privacy settings.](#)

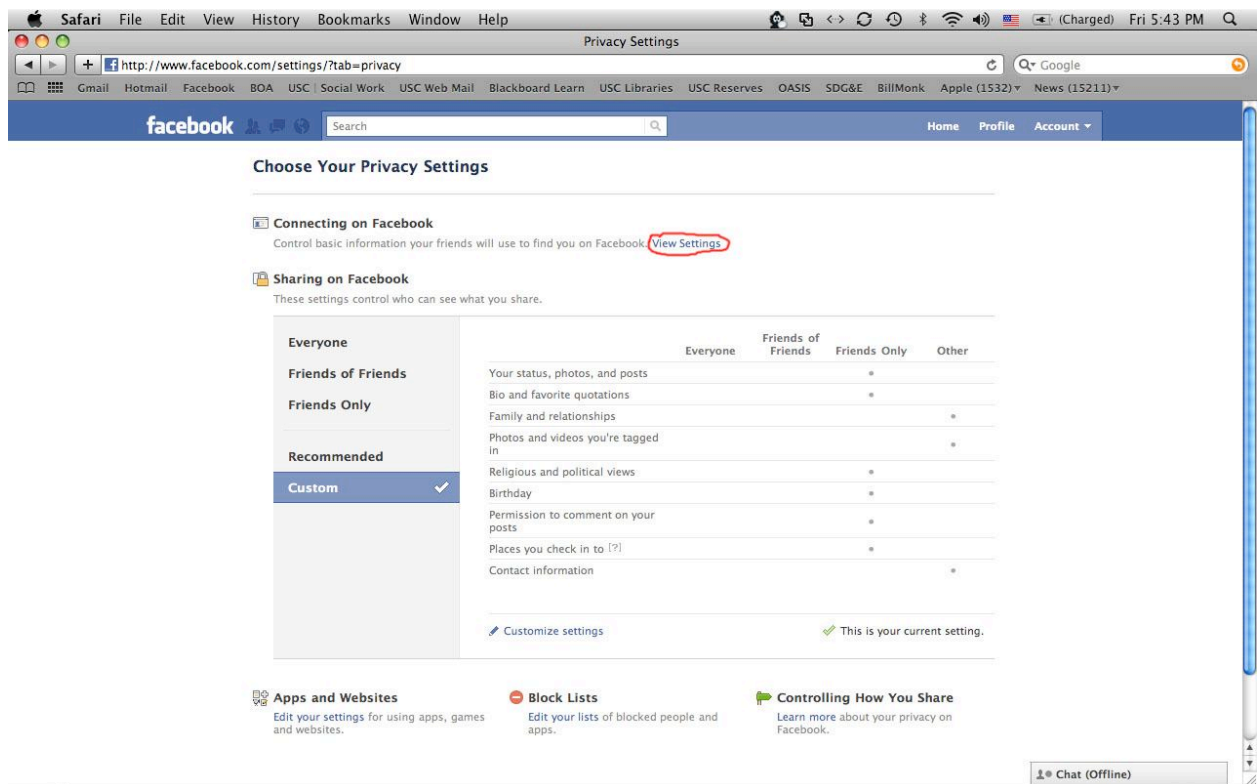
[Save changes](#)

Setting Up Facebook Privacy Settings for Your Child³

*There is no parental control setting for Facebook. It is recommended that you and your child sit down and discuss the privacy and security settings that best meet both of your needs.⁴

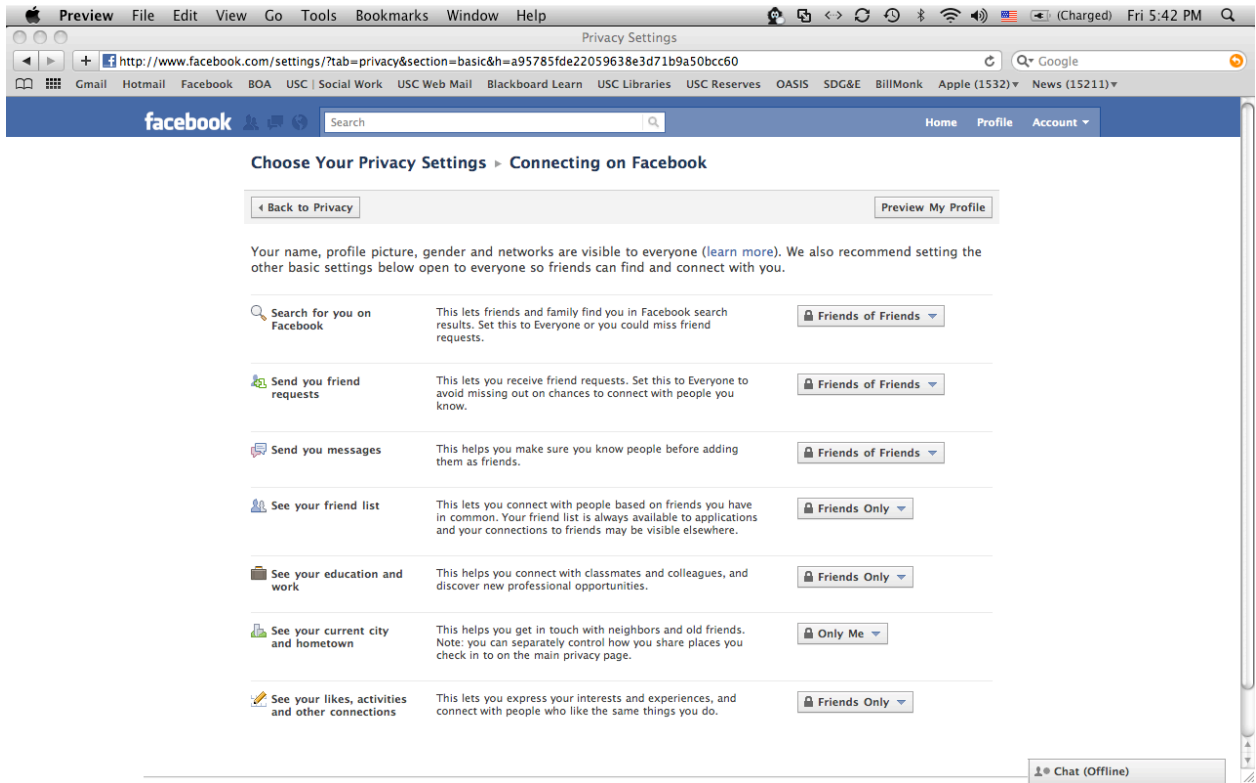
The following is a step-by-step guide to setting up the Privacy Settings within Facebook following our recommendations:

1. Go to www.facebook.com.
2. Type in your child's email and password, and press enter.
3. Click on **Account** in the top, right-hand corner.
4. Click on **Privacy Settings**.
5. Select **View Settings** on "Connecting on Facebook".

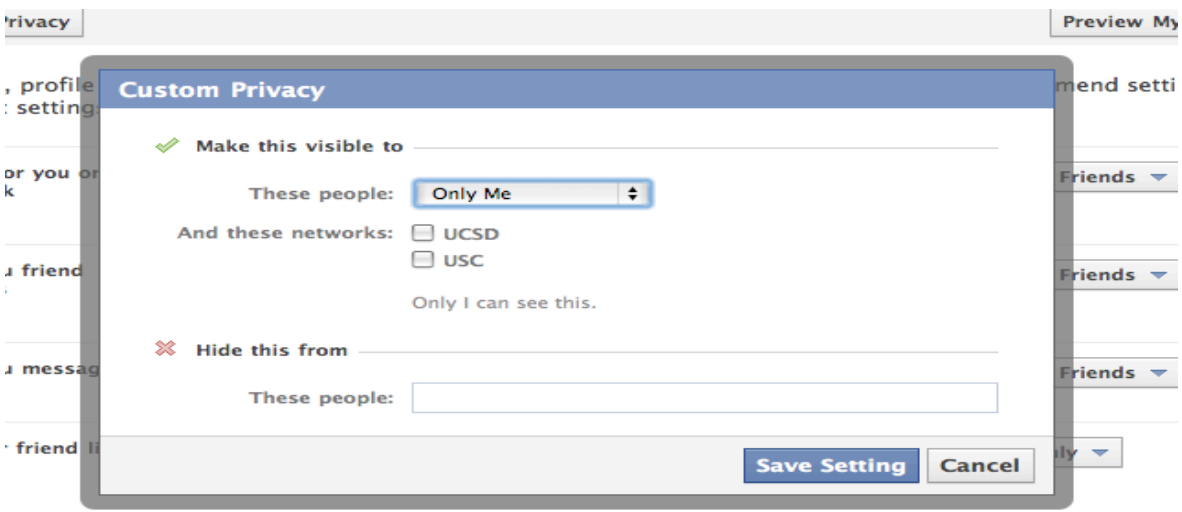


³ Retrieved from <http://www.facebook.com>

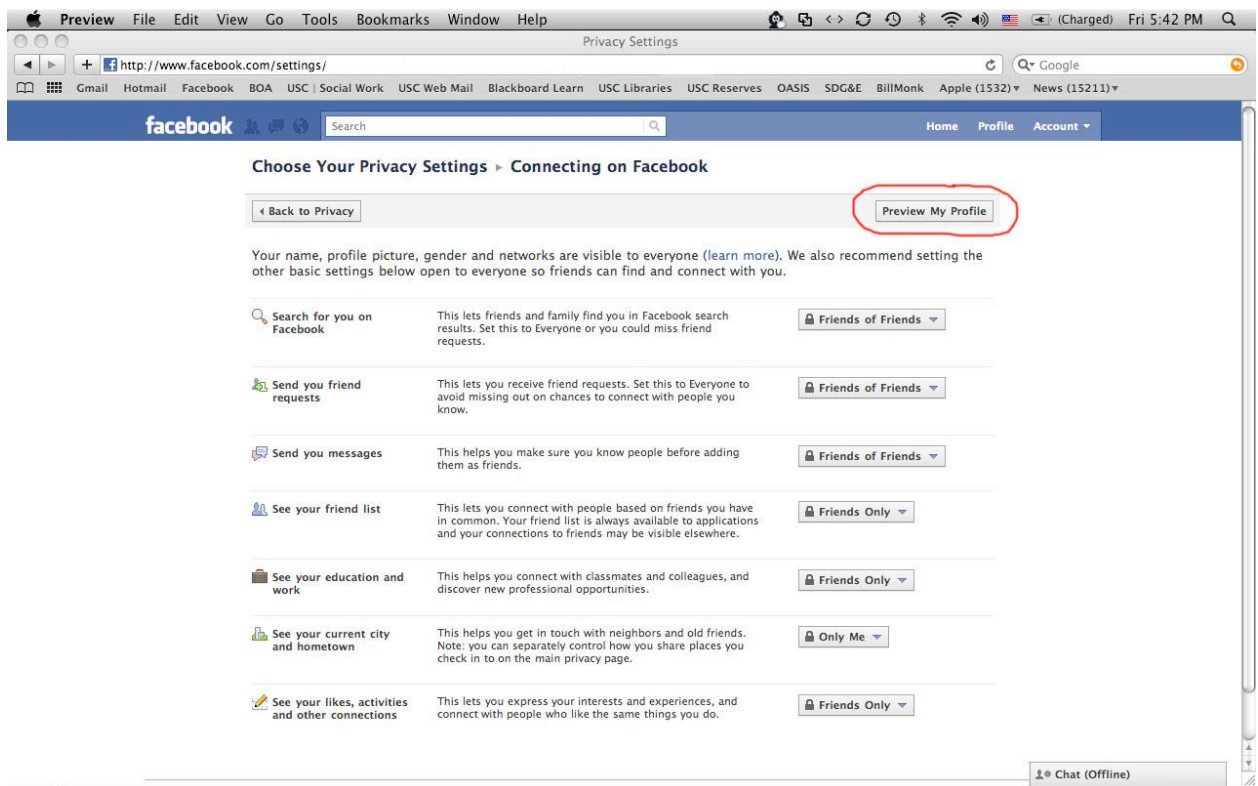
⁴ Refer to Disclaimer



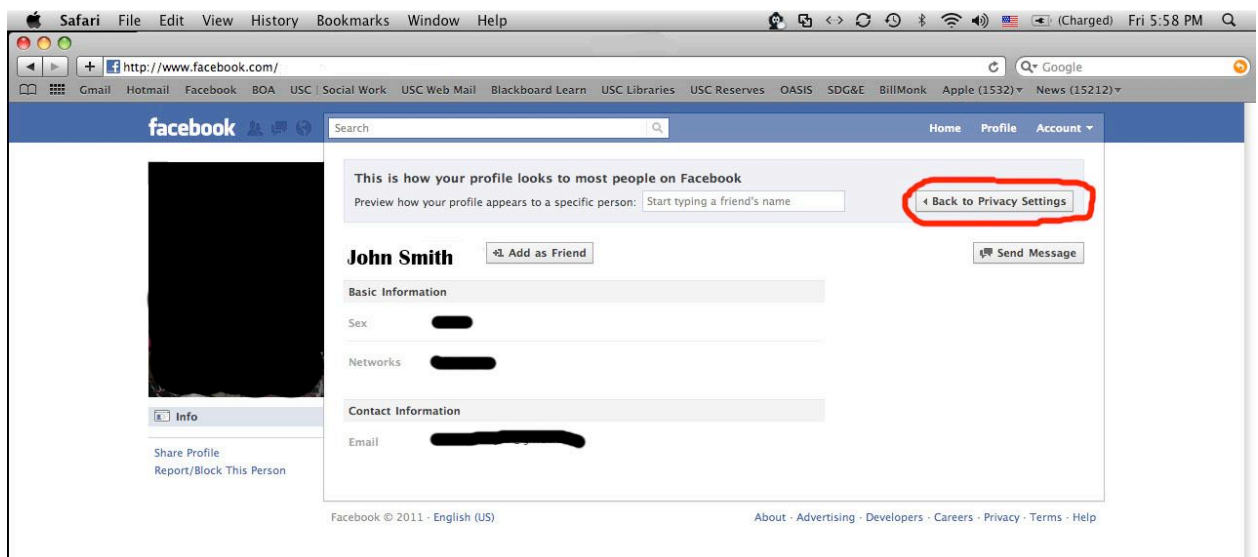
- "Search for you on Facebook" → friends of friends or friends only.
- "Send you friend requests" → friends of friends or friends only.
- "Send you messages" → friends of friends or friends only.
- "See your education and work" → friends only.
- "See your current city and hometown" → customize → only me → save.



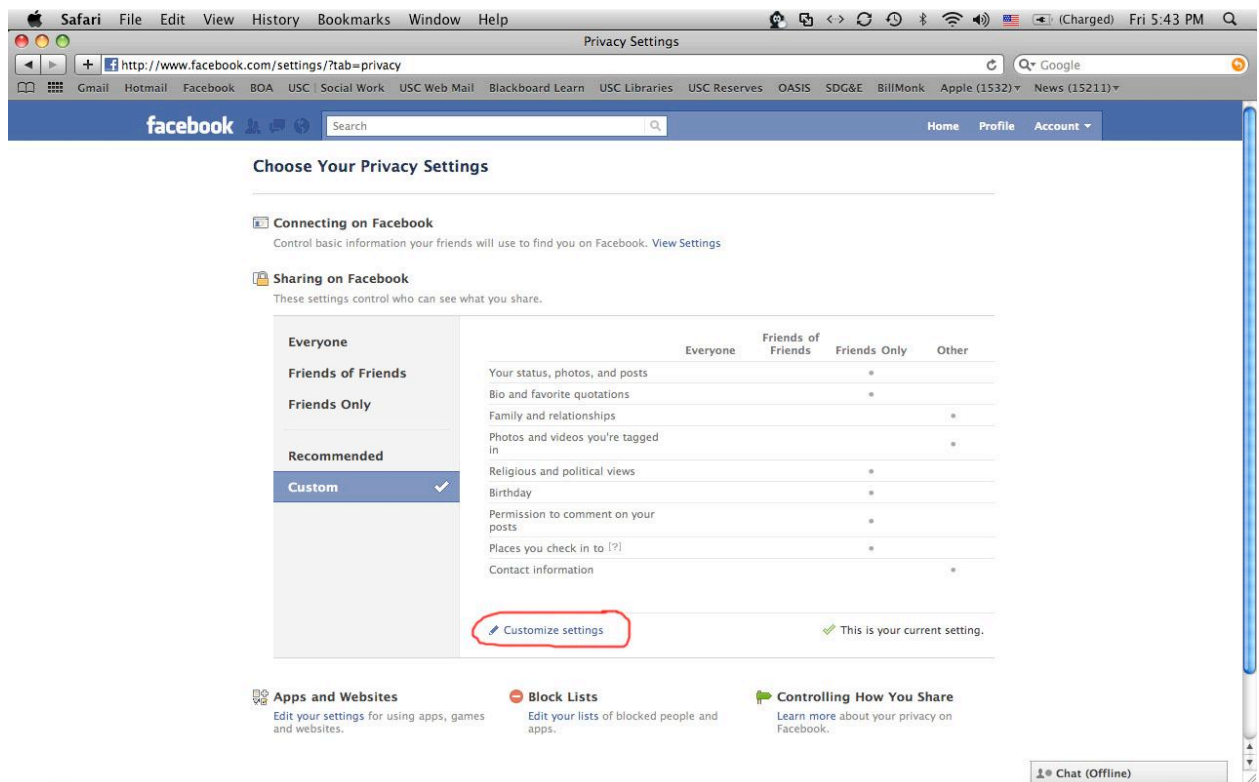
- "See your likes, activities, and other connections" → friends only.
- Click on **Preview My Profile** to see how the profile will be viewed by others.



7. Click on **Back to Privacy Settings**.



8. For **Sharing on Facebook**, click on customize setting.



9. "Things I share"

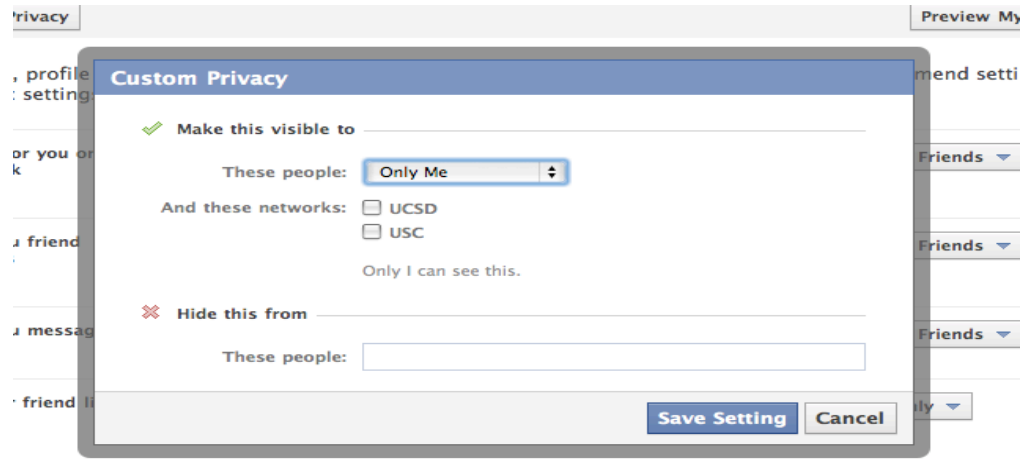
- "Posts by me" → friends only.
- "Family" → friends only.
- "Relationships" → friends only.
- "Interested in and looking for" → friends only.
- "Bio and favorite quotations" → friends only.
- "Website" → friends only.
- "Religious and political views" → friends only.
- "Birthday" → friends only.
- "Places I check in to" → friends only.
- Include me in "People Here Now" after I check in → uncheck the ENABLE box.

10. "Things Other Share"

- "Photos and videos I'm tagged in" → edit settings → friends only → okay.
- "Can comment on posts" → friends only.
- "Friends can post on my wall" → check the ENABLE box.
- "Can see wall posts by friends" → friends only.
- "Friends can check me in to places" → edit settings → enable → okay.

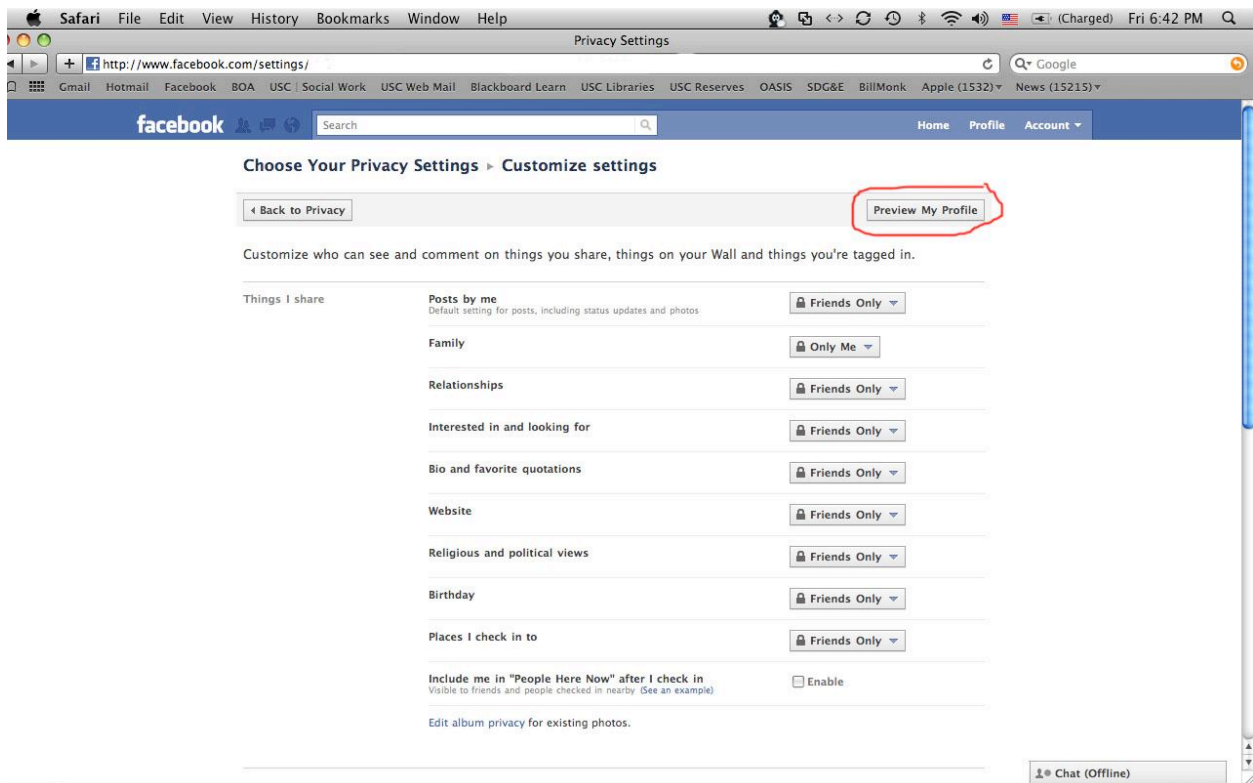
11. "Contact Information"

- "Mobile phone" → custom → only me → save setting.



- b. "Other phone" → custom → only me → save setting.
- c. "Address" → custom → only me → save setting.
- d. "IM screen name" → friends only.
- e. "Email" → friends only.

12. Click on **Preview My Profile** to see how your child's profile will be viewed by others.



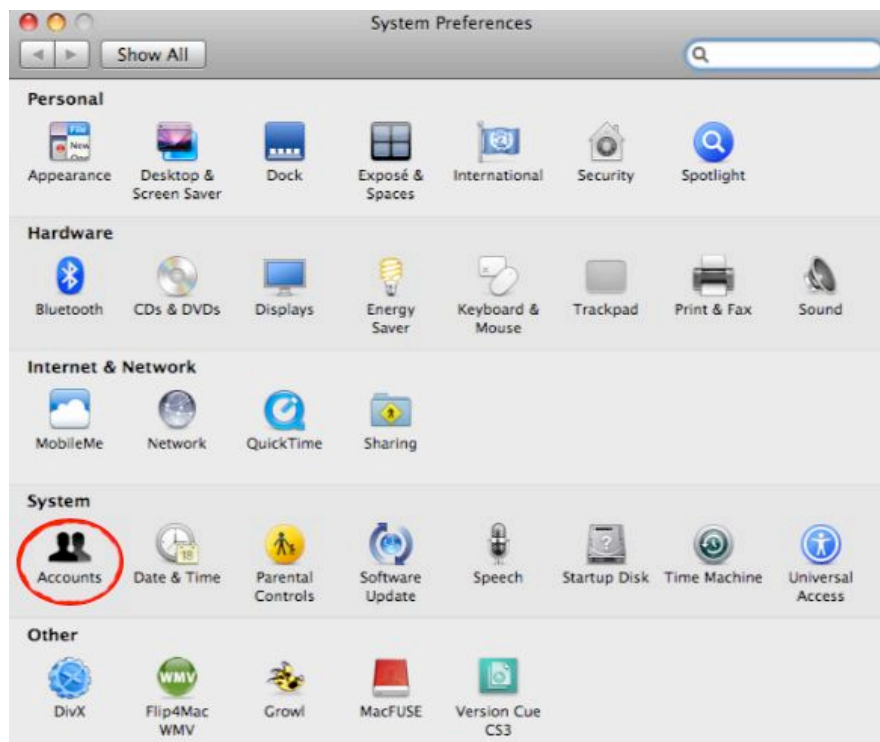
13. Make sure you talk to your child about not changing any of the settings that you have set because your child can still go back and change their privacy settings.

How to Add a New User Account Using a Mac

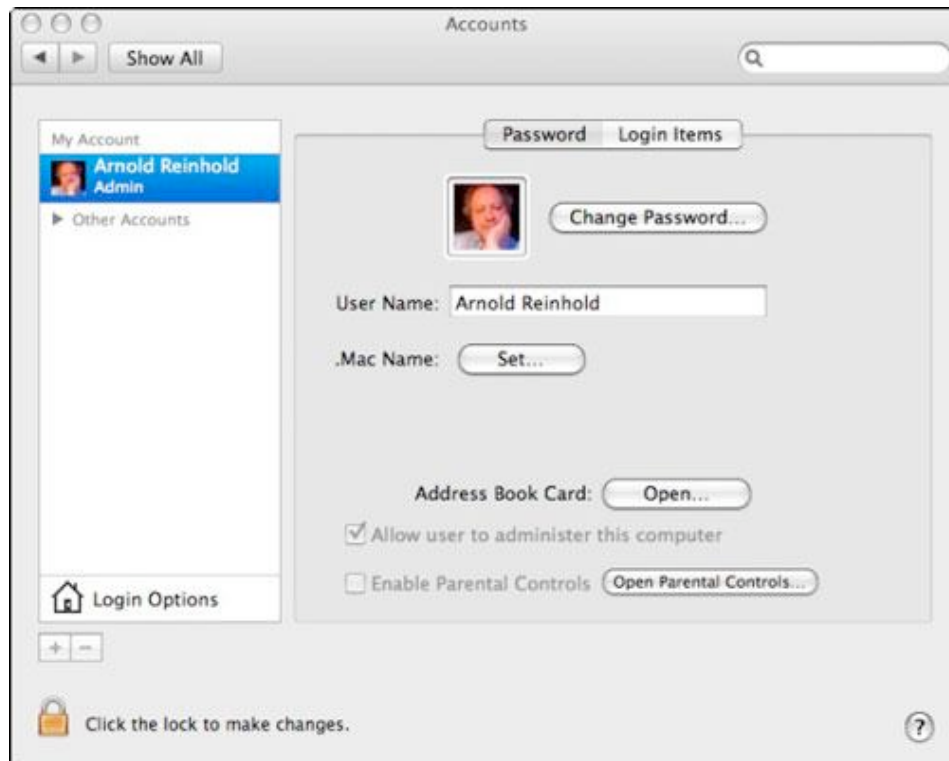
To set up parental controls, you need to first make yourself the administrator for your child's Mac. You will then need to set up a separate account for each child who will be using the computer. If you have more than one child, and each child has his or her own Mac, it is still a good idea to give each child their own account on each machine. That way, if one child borrows an older sibling's Mac, he or she still has the restrictions you imposed on his or her own account.

To set up accounts for your children:

1. Select **System Preferences** from the Apple menu and click the **Accounts** icon.
 - This is the icon with a silhouette of 2 heads.



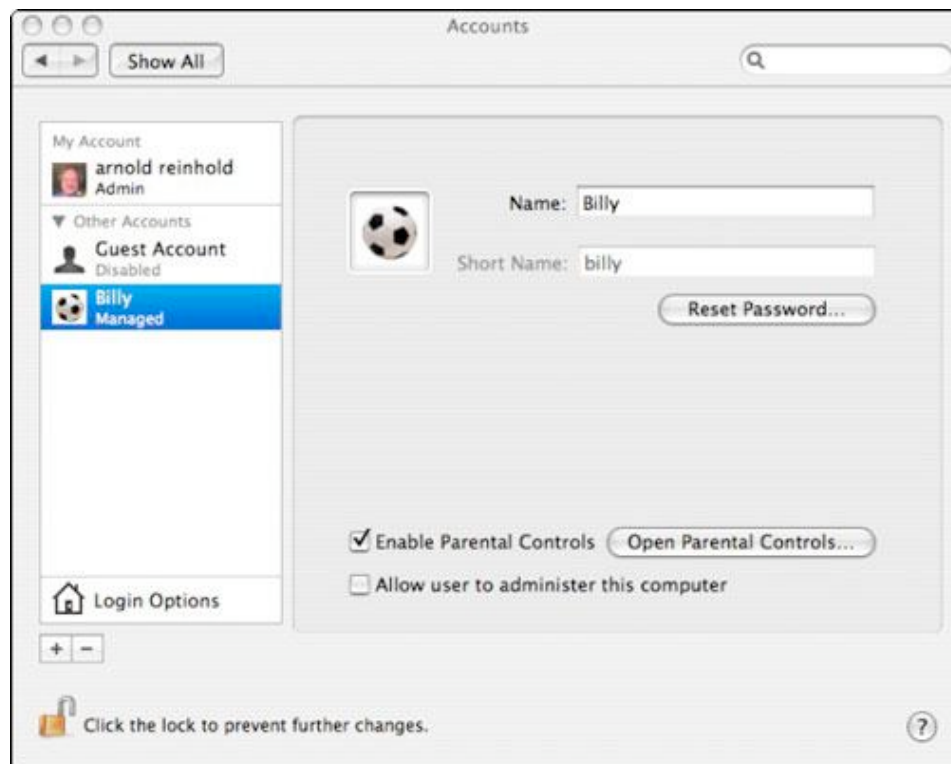
2. Click the **plus sign (+)** in the lower-left corner of the page to add a new account.
 - You may have to click the Lock icon first and enter your password.



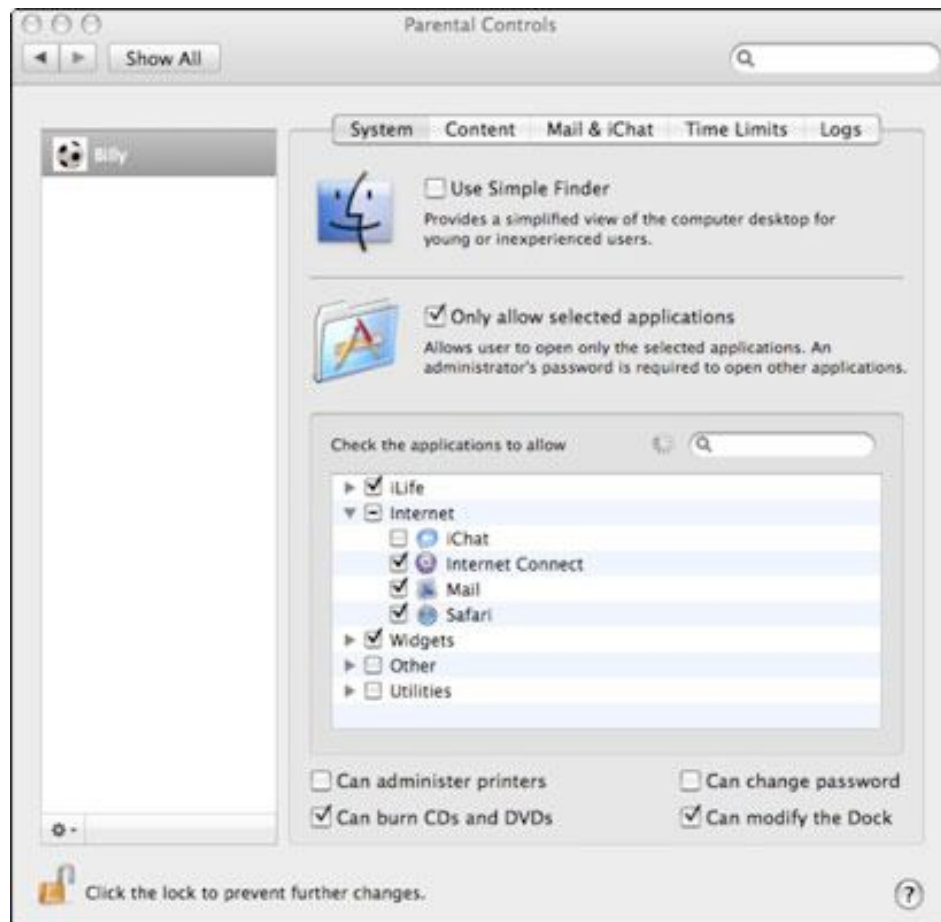
3. In the **New Account** pane, fill in the name and password you want your child to have.
 - Because the account name and short name are used in OS X for many purposes and may show up during Internet use – DO NOT include your child’s last name on the account. An alternative name for children who are very young is to combine a name and number from two different parts of their life; such as a character from a favorite story and their room number in school.

 The screenshot shows the 'New Account' dialog box. At the top, 'New Account:' is followed by a dropdown menu set to 'Managed with Parental Controls'. Below are text fields for 'Name:' (containing 'Billy'), 'Short Name:' (containing 'billy'), 'Password:' (masked with dots), and 'Verify:' (masked with dots). There is a 'Password Hint:' field (containing '3rd grade teacher') with '(Recommended)' in smaller text below it. At the bottom, there is an unchecked checkbox for 'Turn on FileVault protection'. The bottom right corner has 'Cancel' and 'Create Account' buttons, and a help icon (?) is at the bottom left.

4. Because this is an account for a child, select **Managed** with Parental Controls from the New Account drop-down list.
 - Account options include Standard or Administrator. Do not give your children administrative privileges. This does mean they will ask you occasionally to enter your password so that they can do something online that requires these privileges, such as installing some downloaded software. You want to know about these things to ensure the software is safe and appropriate.
5. Click the **Create Account** button.
 - When you are done, you see the Accounts system preferences pane again, this time with the new account highlighted in blue.



6. Select the account you just created, if it is not already selected, and choose the **Enable Parental Controls** check box. Click the **Open Parental Controls** button.
 - The Parental Controls System pane appears, with tabs for several other panes: System, Content, Mail & iChat, Time Limits, and Logs. Each pane has settings that let you sculpt your child's computer and Internet usage.

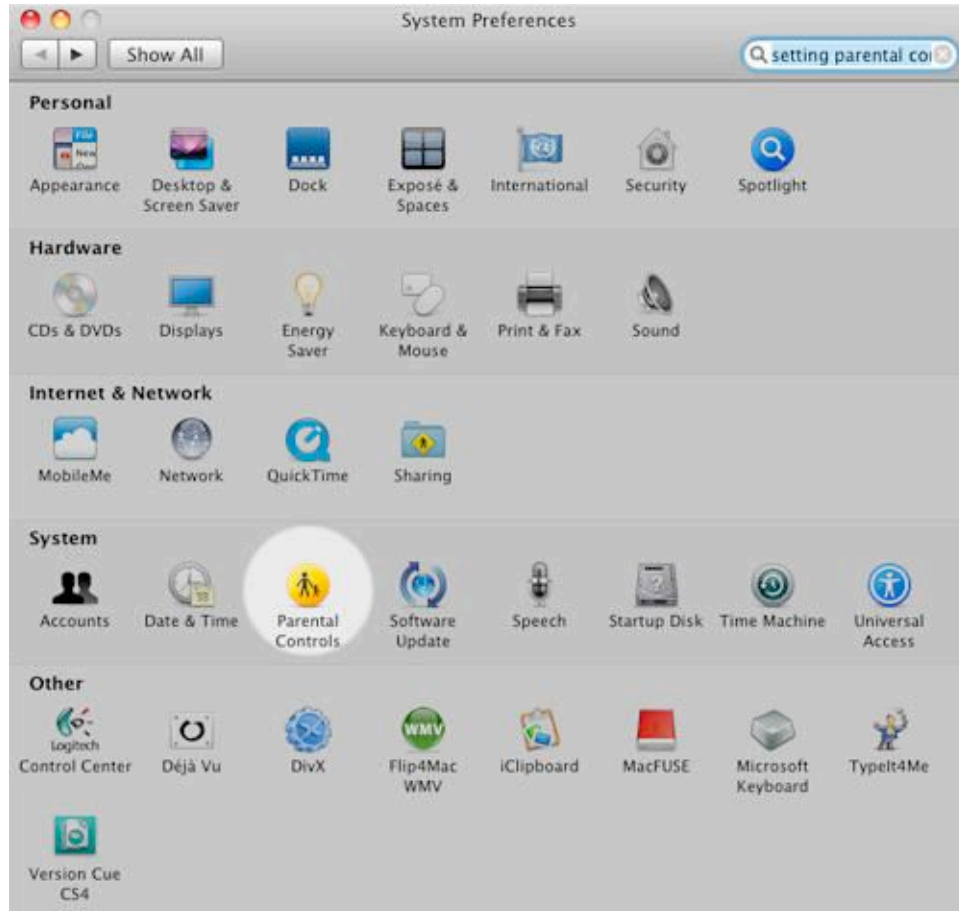


7. Go to each pane and set up the controls for the account.
 - By logging-on as the administrator under your own account, you can return to the Parental Controls settings to adjust them if needed. To do this, open **System Preferences** from the Apple menu.

How to Turn on Parental Controls on Your Mac

Parental Controls - Getting Started:

- Parental Controls is part of the Systems group.



The Mac's Parental Controls feature is a method of controlling the applications and content a specific user may use or view. The Parental Controls feature also allows you to control incoming and outgoing email, as well as which iChat pals are allowed to be contacted.

You can also use Parental Controls to set up time limits on computer usage, both in terms of the number of hours of use and which hours of the day the computer may be used. Finally, Parental Controls can maintain a log that will keep you informed about how your Mac is being used by any managed account user.

What You Need:

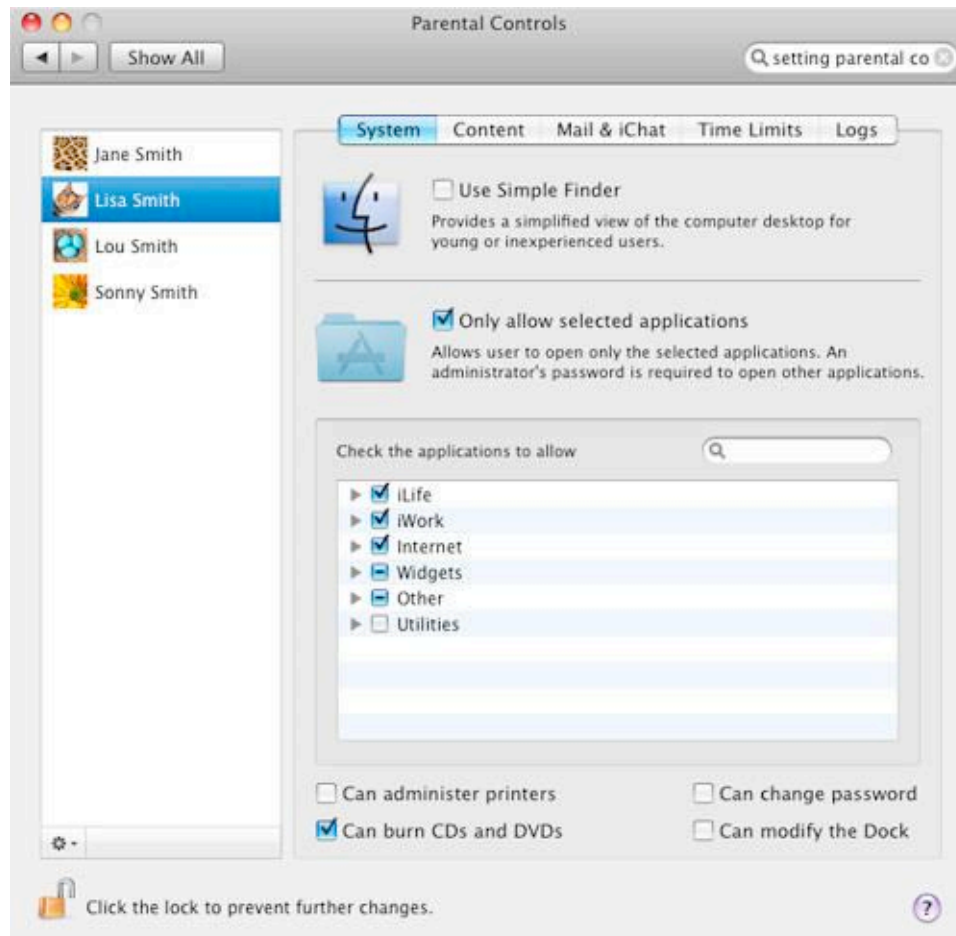
- **OS X 10.5.x.** Parental Controls are available on older versions of OS X, but the set up procedure is a bit different. These instructions are specific to OS X 10.5.x.
- **One or more managed user accounts.** If you need to create a managed account, please see the “Add Managed Accounts with Parental Controls to Your Mac” guide.
- **An administrator account.** You will either need to log on as an administrator or provide an administrator password to set up and manage an account that uses Parental Controls.
- **About ten minutes of your time.** Setting up Parental Controls is very straightforward.

To Launch Parental Controls:

1. Open **System Preferences** by clicking its icon in the Dock, or by selecting **System Preferences** from the Apple menu.
2. In the **System** section of the System Preferences panel, click the **Parental Controls** icon.
3. The **Parental Controls** preferences window will open.
4. Click the lock icon in the bottom left-hand corner. You will need to provide an administrator username and password before you can continue.
5. Enter the administrator name and password in the appropriate fields.
6. Click the **OK** button.

Parental Controls - System and Applications Setup:

- Each managed account can have its own Parental Control settings
- The Parental Controls window is divided into two main areas. The left side houses an account pane that lists all of the managed accounts on your Mac. The right side houses different applications.



To Manage Access to System Functions and Applications:

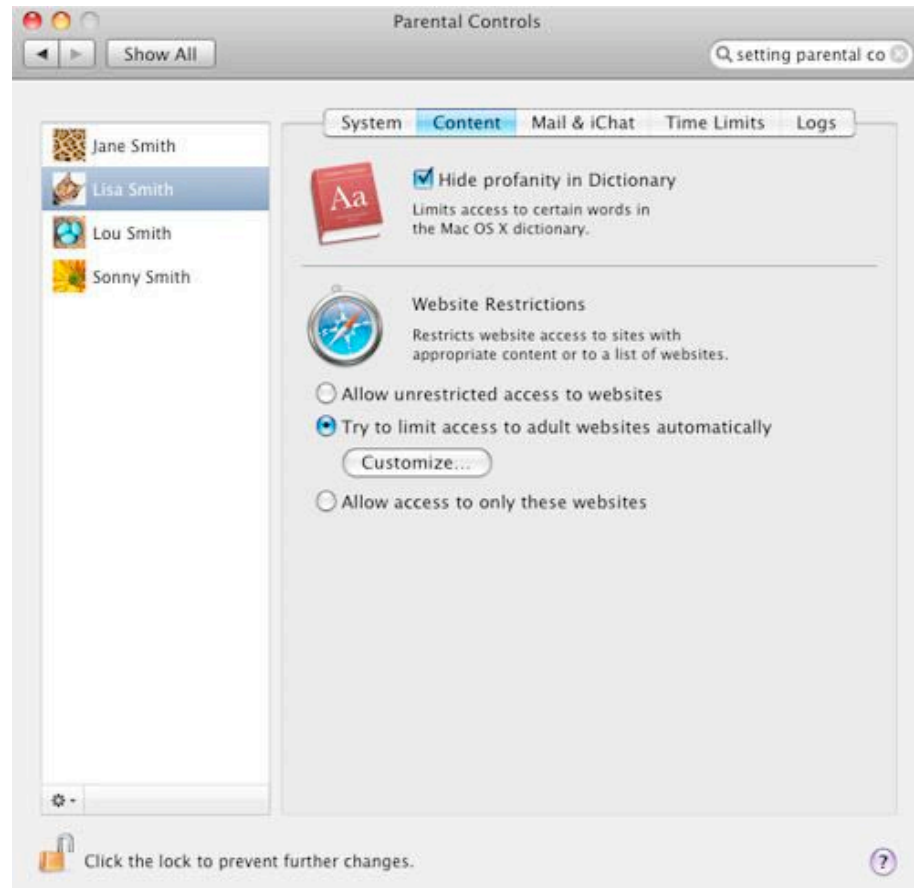
1. Select the managed account you wish to set up with Parental Controls from the list pane on the left.
2. Click the **System** tab.
3. Parental Controls lists the available options for controlling access to system functions and applications.
 - a. **Use Simple Finder.** Simple Finder is a Finder replacement that has a simplified user interface. The user is allowed to access a selected list of applications, and create and edit documents in their home folder, and prevented from accessing or modifying most system settings.
 - b. **Only allow selected applications.** This option allows you to select the applications the managed user can access. Parental Controls organizes the applications into the following groups: iLife, iWork, Internet, Widgets,

Other, and Utility. You can expand each group by clicking the triangle next to its name. Once you expand a group, you can place a check mark next to the individual applications you want the user to be able to access.

- c. **Add administer printers.** Allows the managed user to select a printer other than the default printer.
 - d. **Burn CDs and DVDs.** Permits the user burn files to optical disks.
 - e. **Change password.** Allows the user to change his or her password.
 - f. **Modify the Dock.** Lets the user add applications to the Dock for easier access.
4. Make your selections by placing check marks next to the appropriate items.

Parental Controls – Content:

- You can restrict access to websites, and filter access to the dictionary.
- The **Content** section of Parental Controls lets you control which websites the managed user may visit. It also allows you to place a filter on the included Dictionary application to prevent child access to profanity.

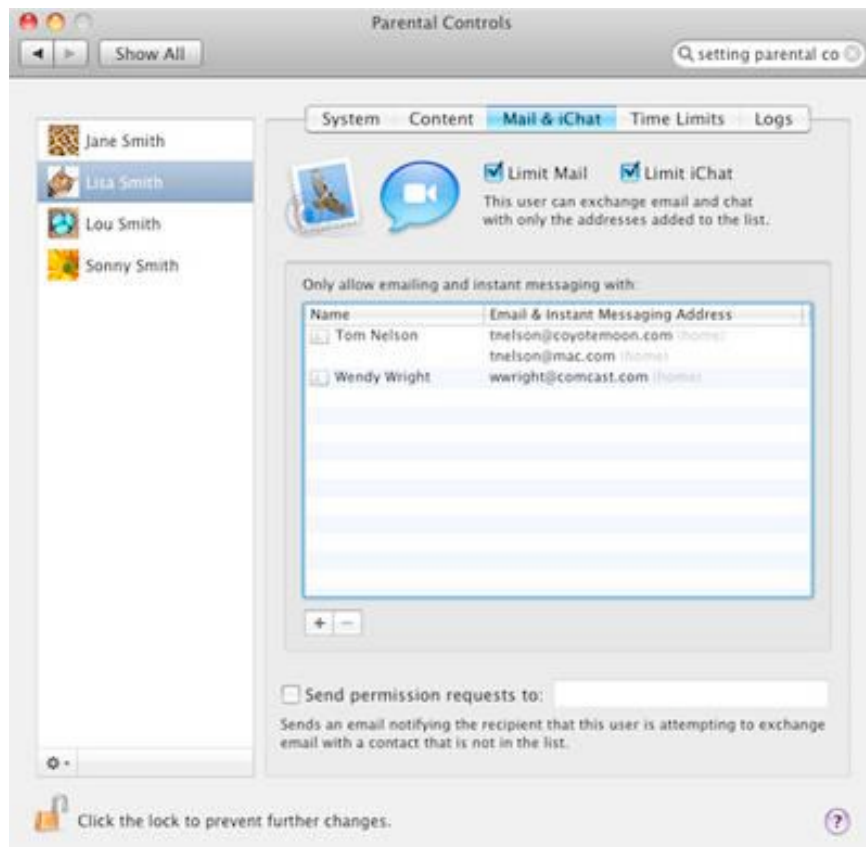


To Set Up Content Filters:

1. Click on the **Content** tab.
2. Place a check mark next to **Hide profanity in Dictionary** if you wish to filter this content in the included Dictionary application.
3. The following website restrictions are available from Parental controls:
 - **Allow unrestricted access to website.** This is the same type of access a standard user would have to the web.
 - **Try to limit access to adult websites automatically.** Websites containing adult content will be restricted according to a proprietary method that Apple uses. You can click the **Customize** button to add specific websites to "allow" or "never allow" lists.
 - **Allow access to only these websites.** Selecting this option produces a pre-populated list of well-known kid-friendly sites. You can add sites to the list, as well as remove sites from the list.
4. Make your selections.

Parental Controls - Mail and iChat:

- You can limit who the managed account user can interact with in Mail and iChat.
- Parental Controls gives you the ability to limit the use of Apple's Mail and iChat applications to a list of known, approved contacts.



To Set Up Mail and iChat Contact Lists:

1. **Limit Mail.** Place a check mark to prevent the managed user from sending mail to or receiving mail from anyone who is not on the approved list.
2. **Limit iChat.** Place a check mark to prevent the managed user from exchanging messages with any iChat user who is not on the approved list.
3. If you placed a check mark next to either of the above items, the approved contact list will be highlighted. Use the **plus** (+) button to add an individual to the approved list, or the **minus** (-) button to remove an individual from the list.

To add an entry to the approved list:

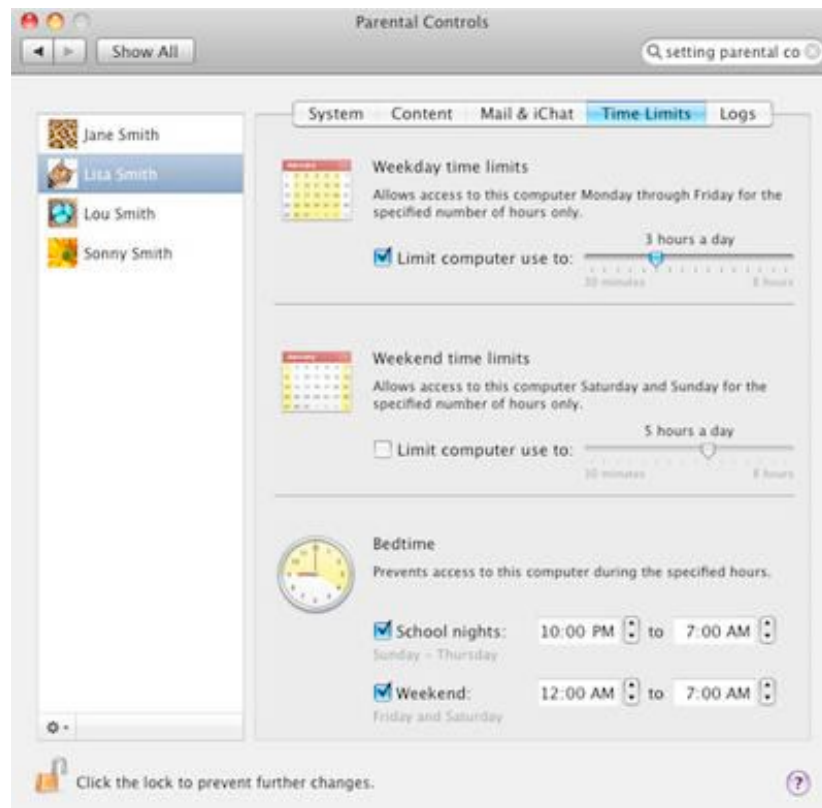
- Click the **plus** (+) button.
- Enter the first and last name of the individual.
- Enter the email address and / or iChat name of the individual.
- Use the dropdown menu to select the type of address you are entering (Email, AIM, or Jabber).
- If an individual has multiple accounts that you want to add to the list, click the plus (+) button at the end of the Allowed Accounts field to enter

additional accounts.

- If you would like to include the individual in your personal Address Book, place a check mark next to "Add person to my Address Book."
 - Click the "Add" button.
 - Repeat for each additional individual you wish to add.
- 4.** If you would like to receive a permission request each time the managed user wants to exchange messages with someone who is not on the list, place a check mark next to "Send permission requests to" and enter your email address.

Parental Controls - Time Limits:

- Limiting the time spend on the Mac is just a checkmark away.



You can use the Mac's Parental Controls feature to control when your Mac will be available for use by anyone who has a managed user account, as well as how long they may be allowed to use it.

To Set Up Weekday Time Limits:

In the Weekday Time Limits section:

- Place a check mark in the 'Limit computer use to' box.
- Use the slider to set a time limit from 30 minutes to 8 hours of use in a single day.

To Set Up Weekend Time Limits:

In the Weekend Time Limits section:

- Place a check mark in the 'Limit computer use to' box.
- Use the slider to set a time limit from 30 minutes to 8 hours of use in a single day.

To Prevent Computer Use on School Nights:

You can prevent the computer from being used by a managed user during specified time periods on school nights:

- To control weekday use, place a check mark next to the 'School nights' box.

2. Click the hours or minutes in the first time field and either type in a time or use the up ↑ / down ↓ arrow to set the beginning of the time when the computer may not be used.
3. Repeat the above step for the second time field to set the end of the time when the computer may not be used.

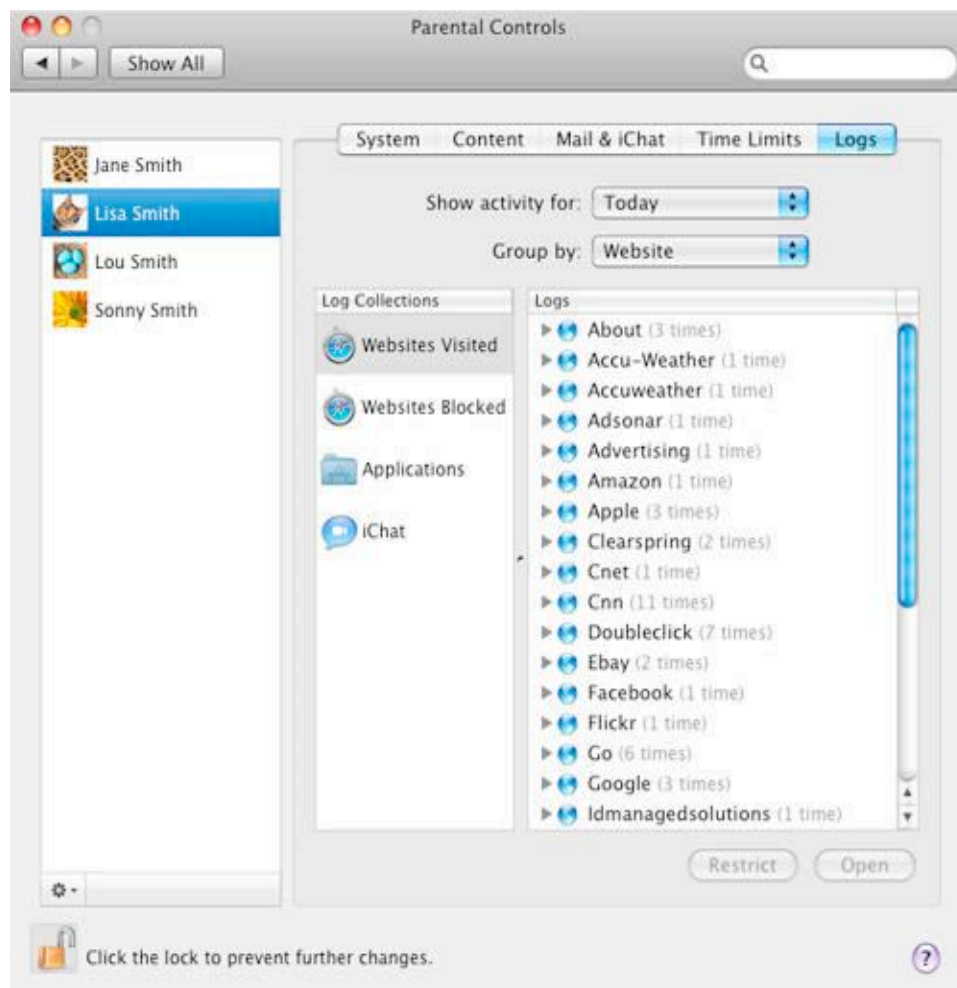
To Prevent Computer Use During Weekends:

You can prevent the computer from being used by a managed user during specified time periods on the weekend:

1. To control weekend use, place a check mark next to the 'Weekend' box.
2. Click the hours or minutes in the first time field and either type in a time or use the up ↑ / down ↓ arrow to set the beginning of the time when the computer may not be used.
3. Repeat the above step for the second time field to set the end of the time when the computer may not be used.

Parental Controls – Logs:

- With Parental Control logs, you can keep track of websites visited, applications used, and iChat contacts.
- The Mac's Parental Controls feature maintains an activity log that can help you keep track of how a managed user is using the computer. You can see which websites were visited, which websites are blocked, and which applications were used, as well as view any instant messages that were exchanged.



To View Parental Controls Logs:

1. Click the **Logs** tab.
2. Use the **Show activity for** dropdown menu to select a time frame to view. The choices are today, one week, one month, three months, six months, one year, or all.
3. Use the **Group by** dropdown menu to determine how the log entries will be displayed. You can view entries by application or by date.
4. In the **Log Collections** pane, select the type of log you wish to view: Websites Visited, Websites Blocked, Applications, or iChat. The selected log will display in the Logs pane on the right.

Parental Controls - Wrap Up:

The Parental Controls feature is fairly easy to set up, but it is up to you to manage its parameters. If you are using Parental Controls to filter websites, do not assume that Apple knows what is best for your family. You need to diligently monitor the sites your family visits by reviewing the Parental Controls logs. You can then customize the website filter to add sites that should have been blocked, or to remove sites that are acceptable for a family member to visit.

The same holds true for the Mail and iChat access lists. Kids have an ever-changing circle of friends, so the contact lists must be regularly updated in order for the filtering to be effective. The 'send permission request' option can help strike a balance between giving kids a little freedom and keeping on top of their activities.

YouTube Tutorial:

*Mac Basics – Parental Control

<http://www.youtube.com/watch?v=3G49NRCVEaU&feature=related>

Retrieved from:

<http://macs.about.com/od/switchersnewusers/ss/parentalcontrol.htm> and <http://www.youtube.com/watch?v=3G49NRCVEaU&feature=related>

View and Delete Safari Browsing History

Whenever you view a Web page, Safari automatically saves a record of its name and location in the Browsing History folder. This can be a helpful feature when you want to return to a Web page that you have previously viewed. It can also be problematic in that it allows other users of your computer to view every Web page that you have visited. Because of this, Safari makes it easy for you to either view or delete your browsing history whenever you want.

Difficulty: Easy

Things You Will Need:

- Safari Web browser
- Internet access
- Macintosh computer running OS 10.4 (Tiger) or later

Instructions:

To View Your Browsing History:

1. Open up your Safari Web browser.
2. Click on the **History** menu and hold down the cursor. You should see a list of the last 10 websites that you have visited, as well as the dates representing your browsing history from previous days.
3. Move your cursor over one of the dates in order to view the entire browsing history of that day. Keep holding your cursor down in order to scroll through the list of Web pages.
4. Look through your browsing history in order to locate pages that you would like to visit again.

To Delete Your Browsing History:

1. Open up Safari.
2. Go to the History menu.
3. Choose 'Clear History' at the bottom of the pull down menu.
4. Repeat as needed.

YouTube Tutorial:

*How to Use an Internet Web Browser: How to View & Delete Safari Browser History:
<http://www.youtube.com/watch?v=0612dDQet2U>

Appendices A

Internet Laws Safeguarding Children

As the internet and other media have become integral in individuals' lives, there has been an increased need for laws to regulate and protect children and families online. The first of these laws protects children's information online while more recent policies, from California and Texas, focus on cyberbullying.

Reports show that approximately 20% of children give out personal information online⁵ (Office of Juvenile Justice and Delinquency Prevention (OJJDP), 2008). To address this issue, the first federal law to protect children online was enacted in the United States in 1998. This law is called Children's Online Privacy Protection or COPPA⁶. The original purpose of COPPA was to protect children, up to the age of thirteen, from identity theft and the reselling of their personal identification information (COPPA, 2011). Today, COPPA is used to punish anyone using the internet to victimize children, with offenders receiving up to one year in jail and as much as a \$1,000.00 fine. (COPPA, 2011). This law's primary focus is to keep a child's personal identification information safe.

Recently, new laws have been created to address cyberbullying. Around 53% of children have admitted to bullying others online, while 58% of children have reported being the victim of cyberbullying (ISafe.org, 2011)⁷. In 2009, California enacted Penal Code 653.2 to via digital devices, including, but not limited to: phones and computers (California Penal Code, 2011). This means that if a child or adult engages in a bullying behavior through the use of any technological means, they can face prosecution in California. The punishment for this crime is a misdemeanor carrying a sentence of up to a year in jail, a \$1,000.00 fine, or both (California Penal Code, 2011).

Last year, Texas passed a law declaring cyber harassment and cyberbullying a felony (Texas Penal Code, 2011)⁸. This law is often referred to as Asher's Law, after a 13-year-old boy who committed suicide after continuously being the victim of cyberbullying (Nash, 2011)⁹. The purpose of this law is to protect school age children from cyberbullying. If convicted of cyberbullying or harassment, the punishment ranges from a jail or federal prison sentence of 15 to 25 years, with a possible fine of up to \$50,000.00 (Texas Penal Code, 2011).

Suicide is the third leading cause of death for people under the age of 18. Recent studies have shown that half of all suicides are related to bullying in some form (2009

5 Office of Juvenile Justice and Delinquency Prevention (2008). *Enough is enough: Making the internet safe for children and families*. Retrieved from: <http://www.enough.org/inside.php?tag=statistics>

6 COPPA-Children Online Privacy Protection Act. (2011). retrieved from: www.coppa.org/

7 iSafe, Inc. iSafe American 2004 Internet Survey. (2004) Retrieved from: http://www.isafe.org/channels/sub.php?ch=op&sub_id=media_cyber_bullying

8 Texas Penal Code- Attorney Resources- Texas Laws. (2011). Retrieved from: <http://www.austintexascriminaldefense.com/penalcode.html>

9 Nash, T. (2011). Dallasvoice.com. *Coleman introduces Asher's law*. Retrieved from: <http://www.dallasvoice.com/coleman-introduces-ashers-law-1067812.html>

Bullying Statistics, 2009)¹⁰. Cyberbullying is a growing problem as the internet becomes more available and easier for children to use. The new laws that are being created in California and Texas are the examples that other states are already beginning to use for creating their own laws concerning cyberbullying trends. Currently there are 30 states with laws regarding electronic harassment (Cyberbullying Research Center, 2010)¹¹. With increased use of the internet, it is safe to expect stricter laws regarding these issues to assist families in safeguarding their children.

¹⁰ 2009 Bullying Statistics- Stop bullying, harassment and violence. (2009). Bullying and suicide. Retrieved from: <http://www.bullyingstatistics.org/content/bullying-and-suicide.html>.

¹¹ CyberBullying Research Center (2010). The current state of cyberbullying laws. Retrieved from: <http://cyberbullying.us/blog/the-current-state-of-cyberbullying-laws.html>.

Online Acronyms

- **AMSP:** Ask me something personal
- **A/S/L:** Age / Sex / Location
- **BRB:** Be right back
- **CDP:** Code 9 or parents are around / close by
- **G2G:** Got to go!
- **H8U:** I hate you
- **HOS:** Head of school
- **(L)MIRL:** (Let's) Meet in real life
- **LOL / LMAO / ROFLMAO:** Different ways to say that one is "laughing out loud"
- **P911:** Parent emergency / parents are nearby
- **P.A.W.:** Parents are watching
- **MOS:** Mom over shoulder
- **NMU:** Not much, you?
- **Noob:** An insult; meaning that someone does not know much about a subject
- **Oday:** Software illegally downloaded
- **OMG:** Oh my God!
- **S2R:** Send to receive (pictures)
- **Warez:** Pirated software

Another website for parents to use to look up teenager code is: <http://www.noslang.com/about/php>. This site contains myriad links and is easily translated from teenager acronyms to standard speech. This site also promotes learning about different teenager acronyms, as well as keeps parents up to date with shifting words and phrases.

Retrieved from: http://news.cnet.com/Cracking-the-code-of-teens-IM-slang/2009-1025_3-6135457.html

Computer Dictionary Terms

- **Administrative account:** This is the account that is “in charge” of the computer and can add or delete files, place restrictions upon other accounts, or filter inappropriate connect from other users by implementing parental controls.
- **App (application):** A program one can purchase that adds a new program to either a computer or smartphone. Some examples include games for cell phones or books to read on an iPad.
- **Blog:** A website created by an internet user to display his or her likes or dislikes. The word “blog” is a combination of the two words “web” and “log.”
- **Browser:** A search engine which allows a user to look up specific information using the internet. Popular browsers include Firefox, Google Chrome, Internet Explorer, and Safari.
- **Child Account:** This account has restrictions placed upon it and is unable to access every program on a computer has controls have been implemented to restrict specific content.
- **Content advisor:** This is a tool for controlling the types of content that your computer can access on the Internet. Once the Content Advisor has been turned on, only rated content that meets or exceeds your criteria can be viewed. You can adjust your settings to be suit your individual Internet preferences.
- **CSEC:** Commercial Sexual Exploitation of Children.
- **Cursor:** The blinking “ | ” or cursor, that you move around the computer screen using a computer mouse or touch pad.
- **Cyberbullying:** Sending hurtful messages, spreading lies, or creating a fake social networking page to intentionally embarrass or humiliate someone.¹²
- **Desktop:** This is the first page that shows up when you turn your computer on.
- **Dial up:** A method for accessing the internet that is typically slower than other methods.

¹² iSafe, Inc. (2004). iSafe American 2004 Internet Survey. Retrieved from: http://www.isafe.org/channels/sub.php?ch=op&sub_id=media_cyber_bullying

- **Email:** A method of communication in which users send each other messages or pictures via their email service provider. Popular providers include Gmail, Hotmail, and a child's SchoolLoop account.
- **Ethernet:** The ability to access the internet through the use of a cable that connects directly into a home or office's internet plug.
- **Folder:** A folder holds the documents, pictures, or programs you drag and place into it.
- **Guest Account:** This type of account allows a friend or non-family member to use one's computer without being able to view the main user's internet history.
- **Hardware:** The physical components that make up one's computer. Examples include the motherboard, hard drive, and DVD drive.
- **History:** History includes all the websites a computer or user has visited within a specific period of time.
- **Icon:** The picture that indicates which program is located in that particular position. For example, the icon for the internet browser Google Chrome is a red, yellow, green, and blue circle.
- **IM (instant message):** A method of communicating between online users, such as iChat, AOL Instant Messenger (AIM), or Google Chat.
- **Internet:** The World Wide Web.
- **Modem:** A modem bridges the connection from an ordinary phone line or cable signal to your computer in order to access the Internet.
- **Network:** Two or more computers, or other devices such as printers, external hard drives, or modems, that share information and communicate between each other through wired or wireless technology.
- **Operating system:** An operating system is the program initially loaded into one's computer that manages all other programs in the computer. It acts as a host to all programs and software on the computer. It is also an interface between the hardware and the user, allocating and managing the activities and resources on one's computer. Examples include Windows XP, Windows 7, Mac OS X, and Linux 2.6.35.7.
- **Parental controls:** Parental controls allow a parent to restrict the content his or her child is allowed to view or access while using the computer.

- **Password:** A word or phrase that allows one to access an account.
- **Search engine:** A website used to search for information, such as Bing, Google, Yahoo, or AOL Search.
- **Skype:** An online application that allows users to talk to each other online using a webcam and a microphone.
- **Social network:** A site that allows people to connect with others, no matter how far away they are geographically. Examples include Facebook.com, MySpace.com, and Twitter.com.
- **Software:** Programs included or added to one's computer. Examples include Microsoft Office, Adobe Acrobat, or Internet Explorer.
- **Surfing:** Looking online for particular information or viewing various websites to entertain one's self.
- **User account:** This account allows a user to access the computer and internet, however, restrictions may be placed on the content that the user is allowed to access.
- **User name:** A word or phrase that identifies who is using an account.
- **Webpage:** A webpage is a single web document.
- **Website:** A collection of webpages on a web server.
- **Wifi:** Wireless Internet access.
- **www:** This acronym stands for "world wide web" and is typically the first portion of a web address (i.e. www.website.com).
- **Youtube:** An online website where one can view television shows or other media content produced by online internet users.

Parent-Approved Websites for Kids¹³

*Since material on websites is updated regularly, periodic monitoring of content is advised.

1. www.allsafesites.com:

Ages Pre-Kindergarten through Middle School. A safe search engine for kids, parents, and teachers which provides links to different categories of safe sites including educational sites and entertainment sites.

2. www.disney.com:

Ages 8 and up. A website that provides children with music, movie clips, and games based on Disney movies and television shows.

3. www.nick.com:

Ages 9 and up. This website provides children with games, videos, and music based on Nickelodeon television shows and movies.

4. www.razkids.com:

Ages Kindergarten through 6th grade. An online, interactive library which provides a fun and interesting way to motivate and improve reading literacy.

5. www.clubpenguin.com:

Ages 6 through 14. A safe website that introduces children to virtual worlds and gaming while learning responsible online behavior through safe chatting and networking.

6. www.kids.yahoo.com:

Ages 8 and up. The content on this site includes games, music, videos, jokes, sports news, and homework help.

7. www.kidzui.com:

Ages 5 and up. A safe browser that allows children to view pre-screened websites and play pre-approved games.

8. www.youarewhatyouread.scholastic.com:

Ages 8 and up. A safe website that encourages children to read by allowing them to create and share booklists, view celebrity booklists, and swap books with other users.

9. www.stopbullying.rsa.gov/kids:

Ages 8 and up. This website teaches kids about bullying: what it is, how it affects people, and what kids can do about it through games, stories, and videos.

10. www.generationon.org:

Ages 6 and up. This website encourages children to get involved in their communities by providing them with information on social causes and helping them to find volunteer opportunities located nearby.

¹³ Common Sense Media Inc. (2011). Website reviews. Retrieved from <http://www.common sense media.org/website-reviews>

Parent-Approved Websites for Tweens & Teens¹⁴

*Since material on websites is updated regularly, periodic monitoring of content is advised.

1. www.imbee.com:

Ages 12 and up. A safe social networking site in which kids can blog, chat, and share pictures with friends and family. Parental control and monitoring is necessary.

2. www.girlslife.com:

Ages 13 and up. A safe website that contains information, advice, and blogs geared toward teenage girls.

3. www.kidult.com:

Ages 13 and up. A news website that is geared towards kids that contains headline news, sports news, entertainment news, and games.

4. www.volunteermatch.org:

Ages 15 and up. A website that encourages kids to get involved in their communities by providing information about local volunteer opportunities.

5. www.youngmenshealthsite.org:

Ages 13 and up. A safe website that contains information on young men's health topics including physical, mental, and sexual health.

6. www.athinline.org:

Ages 13 and up. A website that addresses common digital dangers including cyberbullying, sexting, and digital ethics through advice, support forums, and real-life stories.

7. www.teenink.com:

Ages 13 and up. An outlet for teen creativity is a safe, supportive environment for kids to express themselves through words and art by posting original artwork, poems, and stories.

8. www.teen.com:

Ages 13 and up. A safe website that focuses on fashion and beauty and provides age-appropriate video, music, and entertainment news.

9. www.pulseit.com:

Ages 14 and up. A social networking site that features a rotating selection of newly published books in which kids can read online and discuss.

10. www.khanacademy.org:

Ages 12 and up. An educational website where kids can get homework help, learn about a specific topic, post comments, share knowledge, and watch videos.

¹⁴ Common Sense Media Inc. (2011). Website reviews. Retrieved from <http://www.commonsensemedia.org/website-reviews>

Recommended Free Parental Control Software

1. **OnlineFamily.Norton:**

<https://onlinefamily.norton.com/familysafety/loginStart.fs>

Norton has come out with a great product to manage and monitor the online activities of your kids. It is called OnlineFamily.Norton. OnlineFamily.Norton enables you to control all the aspects of your kids' online activities – you can control how much time they spend on computer, which websites they visit, and which social networking activities they have access to.

Features include:

- You can see which sites your kids are visiting.
- You can specify a set online time for each of your children so that you can control how much time they spend online.
- You can see which social networking sites your children visit. You can even see what age your child listed on the social networking site.

Video of How to Use OnlineFamily.Norton:

<http://www.ilovefreeware.com/30/videos/video-tutorial-how-to-use-onlinefamily-norton.html>

2. **Windows Live Family Safety:** <http://explore.live.com/windows-live-family-safety?os=other>

Windows Live Family Safety is a free parental control software which lets you control and monitor the activity of your children online. You can install Windows Live Family Safety Filter on every computer that your child uses and it can limit the internet searches, or block and allow websites, or monitoring IM messenger or email accounts.

This software might already be installed in your system if you are using Windows. Otherwise, you can download and install the tool.

3. **KidZui:** <http://www.kidzui.com/>

Kidzui protects your child from questionable or indecent websites. Once the parent creates his or her account, they can set up the child's account. Based on the age group that the child fits in, KidZui offers a wonderful multimedia experience for them.

4. **K9 Web Protection:** <http://www1.k9webprotection.com/>

K9 Web Protection blocks offensive contents, and those sites detected as

potential malware threats. With K9, you get the same advanced Web filtering technology used by enterprise and government institutions worldwide — all with a user-friendly interface that allows you to control Internet usage in your home. Blue Coat's Web filtering technology enables you to block entire categories of content, such as pornography or gambling, or block specific Websites, such as Facebook.

Video on how to Download this program:

http://www.youtube.com/watch?v=pzb4C4Byx_c

5. **Parental Control Bar:** <http://www.parentalcontrolbar.org/index.html>

Parental Control Bar is a simple, powerful tool to help shield your children from explicit websites. Simply activate Child-Mode while your children surf the Internet, and the toolbar will block access to adult-oriented websites.

Software you can Purchase:

1. **Kidswatch:** <http://kidswatch.com/>

- Restricts individual websites, programs, the Internet, and computer based on a time-limit, schedule, or both.
- Filters inappropriate website content by category or individual website.
- Blocks searches on adult words or phrases.
- Chat monitoring reports allow you to see the complete dialog of your child's chat conversations on Facebook, MySpace, Yahoo, AIM, and MSN.
- Real Time Alerts - Receive e-mail alerts when suspect words or phrases are sent or received in a chat conversation, i.e. sex, guns, drugs, suicide, drinking, and more. You can also add your own words or phrases.
- Child activity reports - View the websites your children visit, the programs they use, and when they were active on the computer.
- Predator alerts – Be alerted to and see where registered sexual predators live and work around you.
- Spyware, malicious and infected sites, phishing attacks (identity theft) are identified and blocked before the content is downloaded to your computer.
- Set-up one-time use passwords to override time limits for heavy homework sessions.
- Blocks downloads - Prevent your child from pirating music, downloading illegal music, video files, or installing inappropriate software.

Optionally blocks access to computer drives and Windows settings.

Software: Free 15 day Trial or Purchase from \$8.95 - \$49.95.

Voted Best Parental Control Software 5 years in a row from 2005-2010

2. **Social Spy:** <http://www.social-spy.com/features.html>

Social Spy is a cutting-edge computer monitoring tool that runs on your computer and invisibly captures screenshots of all user behaviors and activities and stores these screenshots online in real-time in your Social Spy account for convenient viewing, 24 hours a day / 7 days a week. Nothing is stored locally on your computer, and you never have to access your computer to view captured activities.

- Views Social Networking Activities on Facebook, MySpace, and Twitter. See everything users do - including chats and messaging.
- Views Email and Chat Activities regardless of what email client (including webmail) or chat service is being used.
- Views All Internet Activity including online web searches, website visits, videos viewed, web cam activity, and more.
- Receives Real-time Activity Alerts via Email when users visit specific websites, use chat services, participate in social networking sites, or other specified activities.

Purchase for \$39.95 per year - <http://www.social-spy.com/features.html>

Internet Safety Tips for Parents¹⁵

Although the internet is a wonderful tool for gaining information, keeping your child safe while using the internet is an increasingly difficult task. In order to ensure your child's safety online, here are some proposed tips for safe internet usage:

1. Keep the computer in a common area to be able to periodically check what your child is doing online.
2. Set time limits for internet usage and social devices, such as cell phones or video games.
3. Set age-appropriate limits to websites your child visits.
4. Ensure your child's social network profiles are set to "private."
5. Turn on website filtering or parental control restrictions to ensure your child does not access websites you do not want them to see (i.e. violent or pornographic websites).
6. Invest in software to monitor your child's internet usage.
7. Research website's privacy and security policies to see what kind of personal information is collected.
8. Run regular virus scans to ensure no malicious content has been downloaded inadvertently.
9. Talk to your child about safe internet practices (i.e. do not meet strangers offline, do not post questionable pictures, do not answer unknown emails, and do not fill-in personal information).
10. Report suspicious activity to local law enforcement or the National Center for Missing and Exploited Children at (800) 843-5678.

¹⁵ My Child Safety. (2008). Internet safety and your child. Retrieved from <http://www.mychildsafety.net/internetsafety.html>

Recommended Educational and Safety Websites

Website	Languages	Geared toward Children/Teens	Geared toward Adults/Parents	Video Tutorials	Navigation Complexity
http://www.common sense media.org/	English/Spanish				Moderate
Organization is dedicated to teaching and improving the lives of children and their families by providing trustworthy and educational information regarding the world of media and technology. Great for families.					
http://www.net smartz.org/Parents	English				User Friendly
Great educational site that covers all areas of internet safety. Both parents and children can use this site to explore various facts and activities, readings, and discussions about everything from cyber-bullying to social-networking to online predators.					
http://www.thelearningcommunity.us/tweens-and-teens/health/safety.aspx	English				User Friendly
The Learning Community. A Free Parenting resource for keeping Tweens and Teens safe online. Various instructions and guidelines with safety tips.					
http://www.internetsafetyday.com/	English				User Friendly
Free parenting guides, resources, and a countdown to Internet Safety Day are available; all which promote Internet Safety Day on September 25, 2011. Direct link to guide: http://www.internetsafetyday.com/ISD%202011%20Parent%20Guide.pdf					
http://www.bnetsavvy.org/wp/	English/Spanish				User Friendly
Tools meant for adults to help their kids connect safely online. As well, tools, and insights that can be used to promote safe and smart internet behaviors focusing on major concerns with Social Networking, Wireless Devices, Gaming, Cyber-bullying, Safety, and Privacy.					

http://www.internetsafetyday.com/ISD%202011%20Parent%20Guide.pdf	English				User Friendly
A parent resource site with videos, tutorials, and tips to help keep the whole family safe online. As well, an explanation of some of the main risks associated with online communications, and what to look out for.					
http://kidshealth.org/parent/positive/family/net_safety.html	English/Spanish				Complex
This site includes internet safety tools and procedures that can be implemented and used by a child or family at home or at school.					
http://www.ncpc.org/topics/internet-safety	English				Moderate
With Audio Guides. National Crime Prevention Council promotes internet safety through various tips for parents with specific topics such as: cyber-safe girls, and safe social networking.					
http://www.fbi.gov/stats-services/publications/parent-guide/parent-guide	English				User Friendly
Federal report and publication regarding the safety of children and the internet. This site includes warning signs to be looking for and how to intervene in unsafe circumstances. Also, this site gives instructions on how to report illegal internet activities.					
http://www.thesafeside.com/	English				User Friendly
This site offers various educational tools for parents, and educators on the importance of internet safety. It also includes links to material that can purchased, free documents, and download-able games.					

Video Reference Gallery: To search for free online videos on the topic of internet safety, please visit Google videos with keywords " Internet Safety Parents". Or follow the following link:

<http://www.google.com/search?client=safari&rls=en&q=internet+safety+parents&ie=UTF-8&oe=UTF-8#q=internet+Safety+parents&start=10&hl=en&client=Safari&sa=N&rls=en&prmd=ivnsu&source=univ&tbs=14&ved=0CHsQqwQwDTgK&fp=106bd4fa2f9f528f>

Cyberbullying, Internet Safety, and CSEC Facts

- 42% of kids have been bullied while online. 1 in 4 kids has had it happen more than once.
- 21% of kids have received mean or threatening e-mail or other messages.
- 58% of kids admit someone has said mean or hurtful things to them online. More than 4 out of 10 kids say it has happened more than once.
- 53% of kids admit having said something mean or hurtful to another person online. More than 1 in 3 kids have done it more than once.
- 58% have not told their parents or an adult about something mean or hurtful that happened to them online.
- 93% of teens 12-17 go online
- Almost 60% of all online harassment comes from other youth
- 75% of children are willing to give out personal information online
- There are 50,000 predators online at any given moment, and over 40,000 known sex offenders have MySpace pages
- 1 in 3 American teenagers reports being approached for sexual solicitation, around 4% of these are approached aggressively, meaning with threat.
- New research supports that 1 in 5 girls and 1 in 10 boys will be sexually harassed or victimized online in the next year. Online victimization means threats and cyberbullying of a sexual nature.
- 1 in 10 teenagers admit to posting their phone number online

Retrieved from www.iSafe.org¹⁶, www.pewtrusts.org¹⁷, (Cole, 2009)¹⁸, (OJJDP, 2008)¹⁹

16 iSafe, Inc. (2004). iSafe American 2004 Internet Survey. Retrieved from:

http://www.isafe.org/channels/sub.php?ch=op&sub_id=media_cyber_bullying

17 Lenhart, A. (2010). Cyberbullying: What the research is telling us. Retrieved from

<http://www.slideshare.net/PewInternet/cyberbullying-2010-what-the-research-tells-us-4009451>

18 Cole, C. (2009). Internet safety – Tips, laws and shocking statistics.. *Injury Board National Newsdesk*. Retrieved from

<http://news.injuryboard.com/internet-safety-tips-laws-and-shocking-statistics.aspx?googleid=271842>

19 Office of Juvenile Justice and Delinquency Prevention. (2008). *Enough is enough: Protecting our children online*.

<http://enough.org/inside.php?tag=statistics>

Kids' Pledge for Internet Safety²⁰

1. I will not give out personal information such as my address, telephone number, parents' work address / telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother, father, or guardian along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the internet service provider.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my internet password to anyone other than my parents.
8. I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my family's privacy.
9. I will be a good online citizen and not do anything that hurts other people or is against the law.
10. I will help my parents understand how to have fun and learn things online and teach them things about the internet, computers and other technology.

I agree to the above.

Child's signature

Parent or Guardian Signature(s)

²⁰ Magid, L. (1994). Child safety on the information highway. *Safekids.com*. Retrieved from http://www.safekids.com/contract_parent.htm

Teens Pledge for Internet Safety

The internet is not a toy. It is as interesting, and dangerous as being able to walk down any street, in any town or city, in the world. It reflects all parts of life today, which is fascinating and scary. In order to have the privilege of using the internet, I need to follow these rules, so I can keep myself, and my family safe.

1. I will never give out personal information to anyone online, including but not limited to:

- my full name, address, phone number, or passwords

2. I will always be polite when chatting online, and I will treat them with the respect that I expect to be given. If I am treated unkindly, I will not reciprocate in the same manner. I will leave the chat room if I get too angry.

3. I will never personally meet anyone I have meet online without the permission of my parents. If this opportunity should arise, I fully expect my parents to come to the meeting.

4. I will never call anyone I have met online without the permission of my parents.

5. I will report all incidents in chat rooms to my parents and to the room administrators.

6. I will not go surfing in areas that are not appropriate including, but not limited to websites:

- that are of a sexual nature
- that promote hate
- that are offensive in language
- that are of a violent nature

7. I will not go surfing around looking for new places without my parent's permission.

8. I will follow these rules whether I am at home, at school, or at a friend's. If my friend is not following these rules, I will leave.

9. I will not purchase anything online without permission of my parents.

Teen's Signature

Parent or Guardian Signature(s)²¹

21 Magid, L. (1994). Child safety on the information highway. *Safekids.com*. Retrieved from http://www.safekids.com/contract_parent.htm.

Parents' Pledge for Internet Safety²²

1. I will get to know the services and websites my child uses. If I don't know how to use them, I will ask my child to show me how.
2. I will set reasonable rules and guidelines for computer use by my children and will discuss these rules and post them near the computer as a reminder. I will monitor if they follow these rules, especially when it comes to the amount of time they spend on the computer.
3. I will not overreact if my child tells me about a problem he or she is having on the internet. Instead, we will work together to try to solve the problem and prevent it from happening again.
4. I promise not to use a computer or the Internet as an electronic babysitter.
5. I will help make the internet a family activity and ask my child to help plan family events using the internet.
6. I will try to get to know my child's "online friends" just as I try get to know his or her other friends.

I agree to the above.

Parent or Guardian Signature(s)

Child's Signature

²² Magid, L. (1994). Child safety on the information highway. *Safekids.com*. Retrieved from http://www.safekids.com/contract_parent.htm.

Appendices B

Internet Safety Day News Alert

WHO: [Community or School] promotes teaching parents how to implement internet safety at home in order to protect their children from potential dangers online.

WHAT: Internet Safety Day (ISD) is a campaign to promote internet and computer safety awareness. This event is purposely placed on [Date] to coincide with children, tweens, and teens return to school. Please take this opportunity to sit with your child to teen at the computer for just 30 minutes and discuss their internet activities. Listen to their ideas and insight, because just showing an interest in what they do will go a long way.

For more information, refer to your Safe Surfing for Families Guidebook and/or your school's website.

WHERE: [Community or School]

WHEN: [Date]

WHY: A new study by Crimes Against Children Research Center finds dramatic growth nationwide in the arrest of online predators. Solicited law enforcement investigators posed as juveniles online, and discovered the numbers nearly quintupling from 644 in 2000 to 3,100 in 2006²³. With startling statistics such as: over 40,400 known sex offenders have MySpace pages, 35% of children report being threatened online, and 58% say that they have not told their parents or an adult that something damaging has happened to them online, the need for extra caution online is undeniable. Through sitting down and talking to your child or teen, your parental guidance will protect him or her from internet crime and promote safer internet usage.

²³ Cole, C. (2009). Internet safety – Tips, laws and shocking statistics. *Injury Board National Newsdesk*. Retrieved from <http://news.injuryboard.com/internet-safety-tips-laws-and-shocking-statistics.aspx?googleid=271842>.

Safe Surfing for Families Promotes Internet Safety Day!

[City, State] – Safe Surfing for Families is participating in an initiative to educate and promote Internet Safety Day in your local community on [Date].

Parents, families, and educators are recommended to refer to the Safe Surfing for Families Guidebook and make a pledge to speak with their kids about Internet safety.

The members of Safe Surfing for Families believe that families need to discuss internet safety awareness. Around 75% of children give their personal information online. Another 42% of children report being cyberbullied while on the internet²⁴.

Without parental or adult guidance, many children and teenagers are forced to fend for themselves while online and are at risk for becoming a statistic of internet crime. Internet Safety Day is meant to encourage parents and guardians to sit down in front of the computer with their children and learn what they do online. Hopefully, through this interaction, parents and families will become more open and engaged in their children's online activities.

For parents who feel intimidated by technology, Safe Surfing for Families has created a guidebook for basic internet and computer usage, as well as helpful information about computer safety. Also, through Internet Safety Day, families can connect to a community of other parents and guardians who have already pledged to talk with their children about safe online practices.

24 iSafe, Inc. iSafe American 2004 Internet Survey. (2004) Retrieved from http://www.isafe.org/channels/sub.php?ch=op&sub_id=media_cyber_bullying

Parent Notification Letter

[Date]

Dear Parent or Guardian,

[School's Name] is taking part in an initiative to promote internet safety in the local community. [Date] is Internet Safety Day and has been adopted by the [School District] along with other schools across the country.

When it comes to Internet safety many children do not have the judgment necessary to make safe and responsible choices while on the internet. According to the Center for Missing and Exploited Children²⁵, 71% of kids report receiving messages from someone they did not know and 30% of kids say they considered meeting someone they met online. Additionally, kids are also susceptible to cyberbullying while online. According to ISafe.org²⁶, 42% of kids report being bullied while online and 35% of kids report being threatened while online. Given these facts, parental involvement in internet safety is an essential component of keeping children safe while online.

On [Date], we are asking you to help promote Internet Safety Day by talking with your child about their normal internet activities. With this information we hope you will then engage in a positive discussion about internet safety and address any concerns you may have about your child's internet activities.

Please understand that regardless of your own personal computer experience you can still make an impact on the safety of your child. To assist you in ensuring your child's safety while online, please feel free to refer to the Safe Surfing Guidebook that provides essential information about safe internet practices.

Please feel free to share this outreach program with other families and co-workers. Once again we thank you in advance for your willingness to help protect our community's children.

Sincerely,

[School Superintendent/Principal]

²⁵ The Center for Missing and Exploited Children. (2006). Teen internet safety study. Retrieved from: <http://classic.netsmartz.org/safety/statistics.htm>

²⁶ iSafe, Inc. (2004). iSafe American 2004 internet survey. Retrieved from: http://www.isafe.org/channels/sub.php?ch=op&sub_id=media_cyber_bullying

The [City] of Proclaims [Date] Internet Safety Day

WHEREAS, the use of Internet is dramatically increasing amongst children, 93% of teens 12-17 go online; and

WHEREAS, 42% of kids have been bullied while online; 1 in 4 kids has had this happen more than once; and

WHEREAS, 21% of kids have received mean or threatening e-mail or other messages; and

WHEREAS, 58% of kids admit someone has said mean or hurtful things to them online; more than 4 out of 10 kids say it has happened more than once; and

WHEREAS, 50,000 predators are online at any given moment, and over 40,000 known sex offenders have MySpace pages; and

WHEREAS, statistics from the San Diego County District Attorney's Office show that 20 percent of parents do not supervise their children's use of the internet while 62 percent of teens say their parents know little or nothing about the websites they visit; and

NOW THEREFORE BE IT RESOLVED, that the Mayor of the City of [City, State] recognizes and proclaims [Date] as

Internet Safety Day

in [City] so parents, grandparents and/or legal guardians of children are able to use this day to discuss and be properly educated on the importance of Internet Safety.

IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the seal of the City of [City] to be affixed here on this [__th] day of [month], in the year of our Lord, Two Thousand [Date].

MAYOR OF THE CITY OF [City]

[Signature]