

**THINK
U
KNOW**
.org.au



A guide for staying safe online

Easy Read version

How to use this guide



The Australian Federal Police wrote this guide. When you see the word 'we', it means the Australian Federal Police.



We have written this guide in an easy to read way.

We use pictures to explain some ideas.



We have written some words in **bold**.

We explain what these words mean.

There is a list of these words on page 38.



You can ask for help to read this guide.

Ask a friend, family member or support person to help you.

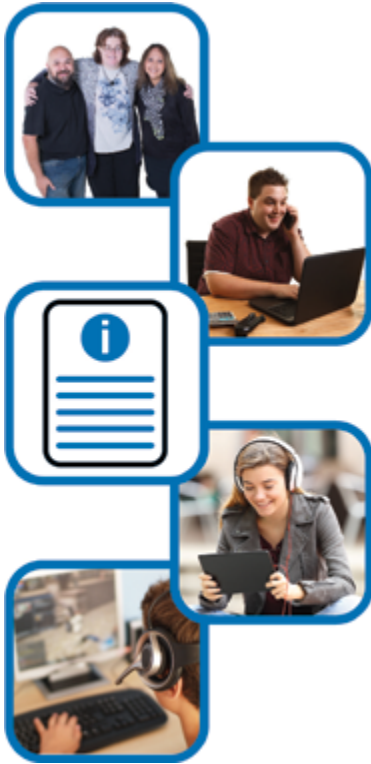
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Why is it important to stay safe online?

The internet is an important part of our lives.

It can let you:



- make new friends
- access services
- find information
- find entertainment
- play games.



Many people use social media on the internet to:

- share things about themselves
- keep in touch with family and friends.

They might use social media like:



- Facebook
- Twitter
- Snapchat
- Instagram.



We want everyone to be safe when they use the internet.

We have written this guide to help you stay safe when you are online.

This guide talks about:



- things that are unsafe
- what you can do to be safe
- how to get help if you need it.

The topics we talk about in this guide are:



- cyberbullying



- cybercrime



- grooming



- sharing personal sexual content.

The background features a vibrant pink and purple color palette. On the left side, there is a pattern of diagonal white and purple stripes. The right side is a solid, bright pink. Several overlapping, angular, 3D-style shapes in shades of pink and purple are scattered across the composition, creating a sense of depth and movement.

CYBERBULLYING

What is cyberbullying?



Some people use the internet to bully others.

Cyberbullying might include mean or upsetting:



- messages
- comments
- pictures
- videos.



These are sent to upset someone.

Cyberbullying is *never* ok.

It can make people feel:



- **anxious** – worried or afraid
- **depressed** – sad all the time with no sign of it ending.



Everyone deserves to be treated with respect online and in person.



You shouldn't share any mean or upsetting:

- messages
- comments
- pictures
- videos.



You can leave groups or chats if you think the messages are:

- getting mean
- upsetting you.



You might read your messages out loud before you send them to make sure they aren't mean.



There are laws in Australia to protect you against cyberbullying.

How to stay safe

If someone is cyberbullying you, you need to:



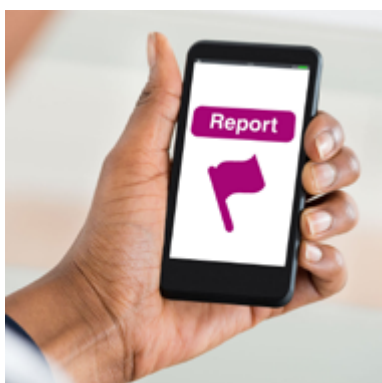
- tell someone you trust and feel safe with



- block their phone number or social media accounts and stop them from contacting you



- do something you like so you can feel better



- report it to the **social media service** you are using.



A social media service is a way for people to:

- share things about themselves on the internet
- keep in touch with family and friends.



If someone sends you something mean or upsetting, **don't reply**.



Don't say something to someone online if you wouldn't say it to their face.

How to get help

18↓



If you are *under* 18, you need to:

Step 1

Keep proof of the cyberbullying – a photo or screenshot



Step 2

Report it to the social media service you are using



The Office of the eSafety Commissioner is a group set up by the Australian Government to help people stay safe online.



Step 3

If it hasn't been taken down in 24 hours, report the cyberbullying to the Office of the eSafety Commissioner.



This is the Office of the eSafety Commissioner's website www.esafety.gov.au/cyberbullying

↑18

If you are *over* 18, you need to:



Step 1

Keep proof of the cyberbullying – a photo or screenshot



Step 2

Report it to the social media service you are using



Step 3

Report cyberbullying to the Australian Cybercrime Online Reporting Network (ACORN) – a group of people who help take reports of cybercrime.



You can also make a report to ACORN at their website www.acorn.gov.au



You can support your friends if you know they are being cyberbullied.

Share the information in this booklet with them so they know how to get help too.

The background features a large, irregular blue shape on the left side. The rest of the background is filled with a pattern of diagonal blue and white stripes. The stripes are arranged in a way that they appear to be layered or overlapping, creating a sense of depth and movement. The overall aesthetic is modern and digital.

CYBERCRIME

What is cybercrime?



Cybercrime is when someone:

- uses computers to commit a crime, like hacking
- attacks computers by sending out things that are bad for the computer, like viruses.

Cybercrime includes:



- hacking someone's:
 - computer
 - email
 - online banking
 - social media accounts



- identity theft – stealing someone's personal information and using it, usually to steal money from you



- scams or fraud – lying or tricking people into:
 - sharing their personal information
 - paying money



- posting content that is against the law.

Your personal information is anything that tells people who you are, like:



- your full name
- where you live
- your date of birth
- your phone number
- where you work
- your banking details.

Your personal information might be shared in:



- messages
- pictures
- videos.



You need to keep your personal information safe.

How to stay safe

You can stay safe by:



- only sharing information about yourself if you know how it will be used, this includes subscription services (know how to unsubscribe before you sign up)



- keeping your social media accounts set as 'Private'



- only accepting friend requests from people you have met in person

Password

TwV@SR733a5

- making your password hard to work out



- keeping your passwords private and only sharing them with someone you trust like:

- a parent
- someone you trust and feel safe with



- being careful about the information you share on social media



- not sharing where you are when you post.



Ask a friend, family member or support person to help you turn off the location settings on your smartphone.

Someone else might be using your personal information if:



- your bank account or credit card is being used to buy things you haven't bought



- you get bills for things you haven't bought



- people tell you they're getting strange emails or letters from you asking them to send you money.



You can use software to keep computers, tablets and smartphones safe.

Make sure you only use software from official stores, such as:



- Apple's App store

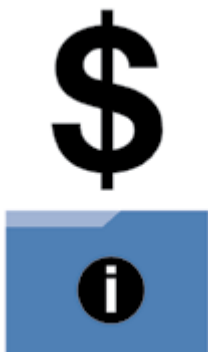


- the Android Marketplace.



You can keep your money safe by only buying things online from stores, businesses or companies you know and trust.

Look out for scams that might try to steal your:



- money
- personal information like passwords.

Online scams can include:



- being told you won a competition you didn't enter



- being threatened by someone unless you:
 - do something for them
 - send them money



- chatting with someone who starts asking for money



- someone trying to steal your personal information.

If you get sent something that looks like a scam:



- don't click on the link
- delete it.

How to get help



You should ask your bank for help as soon as possible if:

- money is missing from your account
- you think someone is using your bank details.



Go to the ACORN website to report cybercrime.

www.acorn.gov.au



Scamwatch gives information about how to spot, avoid and report scams.

www.scamwatch.gov.au



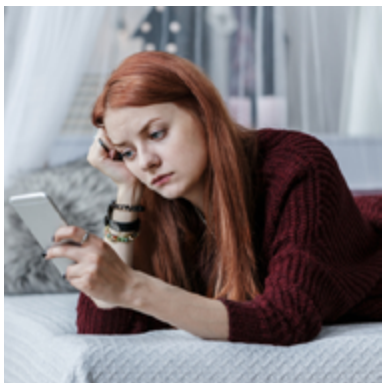
ONLINE GROOMING

What is online grooming?



Online grooming is when an adult goes online to:

- talk to children younger than 16 years old
- try and start a sexual relationship.



The adult might tell the child:

- they're the same age
- their relationship is okay.

There are things you can look out for to make sure you aren't being groomed online.

They include when someone you don't know:



- tells you they like the same things you do



- tries to gain your trust



- asks you to share personal information or images and gets angry, or makes you feel bad, if you don't



- tries to make you feel:
 - special
 - good about yourself



- offers to buy you things



- asks you to meet in person.

How to stay safe

You can stay safe from online grooming by:



- only talking to people online you know and have met before



- keeping your personal information private.

If you want to meet someone in person, you need to:



- tell someone you trust where you're going
- meet in a public place
- take someone with you.

How to get help



You can report online grooming at the Report Abuse button on the ThinkUKnow website.

www.thinkuknow.org.au



The adult and child don't need to meet before the police can help.



If something feels wrong, you should talk to your parents or someone you trust and feel safe with.



You should also tell the police.



Keep proof of the grooming – a photo or screenshot.



Call **131 444** to contact police.

In Victoria, contact your local police station.



If you are in danger now, call Triple Zero. **000**



**PERSONAL
SEXUAL
CONTENT**

What is personal sexual content sharing?

Personal sexual content is when people:



- take pictures or videos of themselves naked



- send pictures or messages that make the other person think you want a sexual relationship.

You might know this as:

- sexting
- sending nudes.



Image-based abuse is when someone:

- shares someone else's personal sexual content without the person saying it's ok



- threatens to share someone else's personal sexual content.

If you share something someone doesn't want you to share, you can get into serious trouble.



It's against the law to take, keep or send a naked photo of a person younger than 18, including yourself.

How to stay safe

Before you send your own personal sexual content you must remember that:



- any picture or video you send can be easily copied and shared



- you might break up or fight with the person you send it to



- you never know where it will end up.



If someone sends you their personal sexual content, don't send it to others, not even as a joke.

It's not your:



- picture or video – you don't own it
- body – you aren't in the picture and won't be the one who gets hurt
- decision what to do with it.



Someone sent you the picture or video because they trust you.

They don't expect you to share it.

How to get help



If someone has shared your personal sexual content online, you can ask them to take it down.

Only ask the person to take it down if it's safe to.



You can ask a friend or adult you trust to help you.

You can also:



- ask the website or social media service to take your personal sexual content down
- ask for help from the Office of the eSafety Commissioner.

www.esafety.gov.au/image-based-abuse



Your local police can help you if you experience:

- image-based abuse
- other types of abuse
- violence.



Call **131 444** to contact police.

In Victoria, contact your local police station.



If you are in danger now, call Triple Zero. **000**

Where else can you go for help?



Kids Helpline

A free service for people aged 5 to 25 years.



1800 55 1800



www.kidshelpline.com.au



Lifeline

A free crisis support and suicide prevention service.



13 11 14



www.lifeline.org.au



Bravehearts Crisis Support and Counselling

A support service for children and young people affected by sexual assault.



1800 272 831



www.bravehearts.org.au



BeyondBlue

A service that connects people with mental health care they might need.



1300 224 636



www.beyondblue.org.au



Childwise National Child Abuse helpline

A service that connect people with counselling for child abuse.



1800 99 10 99



www.childwise.org.au



Headspace

A mental health service for 12-25-year olds.



www.headspace.org.au



1800RESPECT

A counselling service for anyone affected by:

- sexual assault
- domestic and family violence.



www.1800respect.org.au



Q-Life

A counselling and referral service for people who are:

- lesbian
- gay
- bisexual
- trans
- intersex.



1800 184 527



[www.qlife.org.au](http://www qlife.org.au)

Word list



Anxious

Worried or afraid.



Depressed

Sad all the time with no sign of it ending.



Social media service

A way for people to:

- share things about themselves on the internet
- keep in touch with family and friends.

It includes:



- Facebook



- Twitter



- Snapchat



- Instagram.

Contact us



www.thinkuknow.org.au



@ThinkUKnow_Aus



facebook.com/ThinkUKnowAustralia



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This guide has been developed by the Australian Federal Police in consultation with Li-Ve Tasmania, incorporating Tasmanian Acquired Brain Injury Services Inc.



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Delivered in collaboration with:

