

1. Sort out a good password! At least 8 characters – some letters, some numbers and symbol or punctuation. Avoid obvious words or names.
2. When downloading a photo, an app or any other object, be careful. Some come with an extra item you did not want which could be an extension to your browser or a virus that is tough to get rid of.
3. Don't open attachments unless you expect them or trust the sender.
4. Never forward chainletters and don't fear them or believe them either.
5. If someone is sharing nasty rumours or photos of another person, why join in? If you stop sharing this around you are breaking the cycle of meanness and making the internet a better place. Don't share or forward spam either
6. Regularly update your anti-virus software and set scans to automatic.
7. Back-up your files. Use an external hard drive or online space such as cloud-based storage to backup your work or personal photos.
8. If a message upsets or enrages you, and you're bursting to reply – simply write it but don't send it until you have had some time to calm down and decide whether what you have written in rage is actually the best strategy. You might think of a better response or decide not to reply at all. Sometimes writing down your instant gut response can help to express how you feel. But do you want the other person to know how upset you are? Play it cool. Consider ignoring them.
9. Be a good digital citizen: this means behaving respectfully to others, don't misuse images of them or treat your former girlfriend or boyfriend badly. Never share intimate photos, they get misused or harvested. Don't use a name like sexysusie or put 'lover' into your profile: not funny - but risky.
10. Always lock your phone and set a password for entry to it. Don't leave it logged in to SNS or other apps but log out.