

# Be Safe and Be Kind

Many of us are now working, learning and staying connected via the internet with the help of new services, applications and devices. With more online traffic than ever before, learning how to stay safe and remain aware to the spread of false news and disinformation has never been so important.

## Be Safe

### Check the facts

Just because a story appears online, doesn't mean it is true. The internet is great, but it can also be used to spread misleading news and content.

### Stay Safe

- Check your privacy settings.
- Block unwanted content.
- Be aware of fraudulent emails.
- Take regular breaks away from your screen.
- Visit the Government Website to read more on online safety.

### Where is the information from?

Be wary of anonymous sources. A trusted source is your safest option.

### What's missing?

Get the full story, not just the headline. Images and videos can be misleading.

### Is anyone else reporting this?

If you're not sure if a story you've seen is reliable, try searching to see what trusted news sites or fact checkers are saying.

### How does it make you feel?

People who make false news try to manipulate your feelings.

Don't be the one who doesn't spot the joke. If it looks too good to be true, that might be because it is.

### Source

Check that the information comes from a reputable source.

### Headline

Headlines are designed to grab your attention – make sure to read more than just the title.

### Analyse

Check that the information presented is accurate.

### Retouched

Look for any images or video that may have been edited.

### Error

Look out for bad grammar and spelling.



## Be Kind

### Think before you post.

Ask yourself if your comment is constructive before you post.

### Don't hide behind your profile picture.

Social media is not anonymous. Your online reputation will stay with you for a long time. If you wouldn't say something to someone's face, don't say it to them online.

### Give yourself a 'rule' about who you connect with on social media, and who you do not.

For example, if you would stop and say hi to them on the street, you will add them as a Facebook friend. This helps to demonstrate boundaries in the online world.

### Demonstrate respectful conversations online.

People may have different opinions to you. Treat people with the same respect you would give them face-to-face and report troll-like or bullying behaviour instead of engaging with it.

### You are what you share

Everything you post online from links you share to pictures and video is a direct reflection on you. Posting careless remarks and images without thinking can cause damage to your reputation. Always be mindful of issues being discussed that could be seen as negative or offensive.

**If you are worried about a fellow student's use of social media, please contact [sdw@hope.ac.uk](mailto:sdw@hope.ac.uk)**



## Be Aware!

3.11 of the **Student Code of Conduct** makes clear inappropriate use of social media may be regarded as misconduct. If you are studying a professional course, inappropriate use of social media may result in a Fitness to Practice Panel.



## Remember!

Social media checking is now a standard part of pre-employment screening. According to recent research by YouGov, up to 80% of employers are likely to check a candidate's social media as part of their recruitment and onboarding procedure.

