

## Cyber Safety Tips for Your Family



This information has been gathered by the RRPS I.T. Department, the Attorney General's office (see below), and iSafe.org (national organization dedicated to providing internet safety information). Here we discuss how to check your browser's history, how to check out phone calls, and how to control what websites your family can visit.

### ***You're not sure what web sites your child has been visiting: Viewing & Controlling Browser History***

Depending on which Internet browser you are using, there are different ways to access the Internet history. The following instructions may vary depending on which version of each browser is installed on your computer and whether you're using Mac or Windows.

#### ***Windows***

##### **In Firefox:**

You can access the Internet History by pressing "control" and the 'H' key simultaneously. You can also point your cursor to "View" in the menu bar, select "Sidebar," then select "History." A sidebar will open on the left side of your screen showing the websites that have been visited within a selected timeframe on your computer.

To adjust the number of days a History is kept, point your cursor to "Tools" in the menu bar, then select "Options." Under the "History" tab, select the number of days the History file will keep websites that were visited on your computer.

##### **Internet Explorer:**

The easiest way to access the Internet History is to press the "control" key and 'H' key simultaneously. You can also point your cursor to "View" in the menu bar, select "Explorer bar," then select "History." A sidebar will open on the left side of your screen showing the websites that have been visited within a selected timeframe on your computer.

To adjust the number of days a History is kept, point your cursor to "View" in the menu bar, then select "Internet Options." Under the "General" tab, select the number of days the History file will keep websites that were visited on your computer.

##### **In Netscape:**

You can access the Internet History by pressing "control" and the 'H' key simultaneously. Or, click on "Communicator," followed by "History" or in some versions you will select "Communicator," followed by "Tools", then select "History." In this same window, you can adjust the number of days a website is kept in the History by clicking "Edit," then selecting "Preferences."

#### ***Macintosh***

##### **In Firefox:**

You can access the Internet History by clicking "Go" on the menu bar and then select "History." A sidebar will open on the left side of your screen showing the websites that have been visited within a selected timeframe on your computer.

To adjust the number of days a History is kept, point your cursor to “Firefox” on the menu bar, and then select “Preferences.” Under the “Privacy” tab, select “History” the number of days the History file will keep websites that were visited on your computer can be adjusted here.

### **In Internet Explorer:**

The easiest way to access the Internet History is to click on the “History” tab on the left side of your web browser or press the “Command” key and the ‘3’ key simultaneously. You can also point your cursor to “Window” in the menu bar, then select “History.” A window will open showing the websites that have been visited within a selected timeframe on your computer.

To adjust the number of days a History is kept, point your cursor to “Explorer” in the menu bar, and then select “Internet Options.” Under the “General” tab, select the number of days the History file will keep websites that were visited on your computer.

### **In Safari**

You can view the Internet History by clicking on “History” on the menu bar.

If the History is empty, be aware that a computer-savvy child or teenager more than likely knows how to clear the computer’s Internet History and “cache” (temporary Internet files) to erase the websites he or she has visited and may suspect that you are monitoring the websites they visit.

### ***Your phone bill has calls to unknown numbers.***

There are a number of tools available online to search telephone numbers. Do a reverse phone directory search online to find out whose numbers it is. The reverse number search will give you a name and an address that is associated with the telephone number.

To find such directories, go to an Internet search engine and enter “Reverse Telephone Directory.” Quite a few of them will be listed although most of them will charge a fee. This site is free so try it first <http://www.whitepages.com>

Use separate user profiles, content filtering software and/or ISP’s filters, web browser controls, and/or your web browser’s Internet history to monitor and filter what your child is doing on the Internet. See the section on Tools for more information.

There are many forms of protection that parents can use to control your child’s access to content on the Internet. Start by researching what controls are built into your computer’s operating system, your web browser, and what your Internet Service Provider Offers. If you would like to gain more filtering control consider purchasing software specifically designed to filter and or monitor your computers access to the Internet. These websites can direct you to the right software that’s best for you: [www.getnetwise.org/tools/](http://www.getnetwise.org/tools/) or [www.filterreview.com](http://www.filterreview.com) .

These websites can help you become more Internet-savvy:

[www.isafe.org](http://www.isafe.org)

[www.getnetwise.org](http://www.getnetwise.org)

[www.netsmartz.org](http://www.netsmartz.org)

[www.isafe.org](http://www.isafe.org)



## ***How Do I Control Which Sites They Can View?***

Most web browsers have a way to filter and block inappropriate websites from being accessed. Also, there are many services that rate web sites for content as well as filtering programs and browsers that empower parents to block the types of sites they consider to be inappropriate. These programs work in different ways. Some block sites known to contain objectionable material. Some prevent users from entering certain types of information such as their name and address. Other programs keep your children away from chatrooms or restrict their ability to send or read e-mail. Generally these programs can be configured by the parent to only block the types of sites that the parent considers to be objectionable.

It is important to realize that filtering programs cannot protect your child from all dangers in cyberspace. To begin with, no program can possibly block out every inappropriate site. You should re-evaluate it periodically to make sure it's working for your family, and upgrade it if possible. The best plan of action, however, is to maintain an open channel of communication with your children and teach them the "rules of the road" in terms of what's appropriate and what is not. Both parents and children need to be "net savvy", so don't be afraid to talk with your children about their online habits.

### **Internet Explorer**

Internet Explorer uses ratings of websites to determine which websites to block. There are four different categories of rated websites: Language, Nudity, Violence, and Sex. You can change the ratings of what you want blocked. Here's how:

1. Open Internet Explorer
2. In the menu on top, select Tools/Internet Options
3. Select the Content tab
4. Click Enable
5. Select allowed ratings for the different categories (or you can leave it at default for the safest ratings)
6. Click OK
7. Type in password

To change the ratings:

1. Follow steps 1-4 above
2. Click Settings
3. Type in your password
4. Select one of the categories (Language, Nudity, Sex, or Violence)
5. Change the level on the scale, which goes from the left (0-the safest) to the right (4-the least safe)
6. Click OK

You can also add websites that you want allowed by following steps 1-3 above and selecting the Approved Sites tab and entering the web address that you want to allow.

### **Netscape Navigator**

Netscape uses a similar system to Internet Explorer

To enable the system:

1. Open your browser
2. On the menu at the top, select Help/NetWatch
3. Click on the "NetWatch Setup Process"

4. Click New User
5. Click Grant
6. Leave the setting at default for the safest ratings
7. Type in password
8. Click Save Changes

To change the rating levels:

1. Follow steps 1-3 above
2. Enter your password
3. Select level (0 is the safest)
4. Click Save Changes

## **America Online (AOL)**

With AOL, you have the options of blocking chat rooms and instant messaging, limiting your child's time on the Internet, specifying who can exchange emails with your child, disabling links posted in a chat room, stopping your child from downloading files to your computer, and specifying what age categories are allowed. To use these controls, you must have the master name and create other names for your children.

To enable parental controls:

1. Sign on
2. On the menu at the top, select My AOL/Parental Controls
3. Click Set Parental Controls
4. Select the feature you would like to limit
5. Select the options you want
6. Click Save

Repeat this for more features or any changes you wish to make.

## **Ratings**

Internet Explorer and Netscape Navigator both use rating systems to block inappropriate websites. A ratings system gives ratings based on content to registered sites. This allows your web browser to determine which websites are allowed and which are blocked. You can also add ratings bureaus by going to Advanced options. By adding ratings bureaus, you can decrease the chances of your child coming across inappropriate material on the Internet.

Many Thanks to the following agencies for this information:

- The Albuquerque Attorney General's Office: <http://www.ago.state.nm.us>
- Lawrence Magid, National Center for Missing & Exploited Children
- iSafe.org

# Information Technology Department

You can also contact the RRPS I.T. Department at 896-0667 Ext. 117 for more information.