DON'T GET INTO AN ARGUMENT OR POST OFFENSIVE MATERIAL

Don't get into arguments online, this is called flaming and it can get nasty. If you break the rules of whichever site you're on then the content is likely to be removed and you might have your membership terminated. You're not allowed to upload anything which is offensive or racist and which promotes physical harm so don't make threats to anyone. Neither are you allowed to harass people or to encourage other people to harass them. You're not supposed to ask for personal information from anyone under 18 either so if you are under 18 and anyone asks you, for instance, where you go to school, make sure you report them.

DON'T SPREAD RUMOURS

Don't spread rumours or make up false things about a friend you have fallen out with. You are not allowed to upload anything which is threatening, abusive or which is defamatory. It's defamatory if you say untrue things about someone which gives them a bad reputation they don't deserve. It can also be harassment which is a criminal offence in the UK.
You're not supposed to upload a picture or video of anyone without their permission either. So never set up a social networking website account in the names of other people or upload false information about them.

DO DELETE OFFENSIVE COMMENTS

Offensive comments can be very upsetting and it is possible to delete offensive comments and video responses – all sites will have 'delete' options and there are a couple examples of how to do this below. Most sites follow the same basic procedures.

BUT REMEMBER:
If you wish to report cyberbullying then it is always best to leave the messages 'as is' so that they can be used as evidence.

YouTube – how to disable (or enable) comments and video responses:

- Click the arrow next to the Upload button at the top of the page
- Select Video Manager
- Click the Edit button under the video you wish to edit
- Click Advanced Settings
- Adjust your preferences under "Comments and responses", then Save changes.

Review comments before they're posted
If you want to be able to review comments and videos before they're posted, follow steps 1-4 in the instructions above. Then, under "Allow comments" and "Allow video responses", select 'Approved.'

STAY SAFE

Don't post anything on a social networking site which gives your real name, address, school, phone number or which will allow a stranger to contact you in real life. Make sure you don't ID your friends either.

KEEP IT PRIVATE

Don't upload anything that might embarrass you at a later date. You might not realise it but things you post on the internet now could come back to cause problems for you later on, for instance when you go for an interview for college or a job. If you have a webcam never be pressured into taking pictures of yourself that you wouldn't want other people to see.

REMEMBER TO LOG OFF

If you're using a shared computer at school, in an internet cafe or library then you'll stay logged on even when you close the browser. So don't forget to log off when you've finished the session.