10 Tips for using Global Campus Safely

1. Use caution when you click links that you receive in messages from your friends on Global Campus. Treat links in messages on these sites as you would links in e-mail messages.

2. Don't trust that a message is really from who it says it's from. Hackers can break into accounts and send messages that look like they're from your friends, but aren't. If you suspect that a message is fraudulent, use an alternate method to contact your friend to find out. This includes invitations to join new social networks.

3. Unlike some other social networks, Global Campus will <u>not</u> offer to use your e-mail address and password to find out who else is on the network. If this happens, beware – some other software is at work.

4. Type the University web site address or the Global Campus address directly into your browser or use your personal bookmarks. If you click a link to your site through e-mail or another Web site, you might be entering your account name and password into a fake site where your personal information could be stolen.

5. Be selective about who you accept as a friend on Global Campus. We allow prospective students to register themselves but we cannot know if they are genuine. Identity thieves might create fake profiles in order to get information from you.

6. Make sure you understand our privacy policy. You can choose to add personal information to your profile on Global Campus so be careful you know what you are adding and who can see it. Always keep in mind that personal information, comments and photos that you post on your personal profile are viewable by the public even if your profile is limited to your circle of friends. Someone in your network could share your webpage address or contact information with people you don't know and those people could share the information with their friends and so on.

7. While you are chatting online, be wary of people who want to know intimate details about you or seem too eager to meet you in person

8. Assume what you write on Global Campus is permanent. Even if you can delete your account, anyone on the Internet can easily print the information or save it to a computer. However, we will make every attempt to remove material on request.

9. Global Campus will not normally ask to install extra applications except some Google applications. Many social networking sites allow you to download third-party applications that let you do more with your personal page. We don't do this and criminals sometimes use these applications in order to steal your personal information. To download and use third-party applications safely, take the same safety precautions that you take with any other program or file you download from the Web.

10. Think twice before you use Global Campus at work as there may be rules which prohibit this.