

Forgood's Safety Policy

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By following the Guide to Online Safety in Social Networking (as outlined below), you can protect yourself from the potential threat of ID theft, fraud, cyber-bullying, cyber-stalking, sexual exploitation and harassment.

- a) Make use of *forgood's* privacy features and keep your personal information private
 - i. Don't post personal details such as your name, address, email address and telephone/mobile numbers on the public pages.
 - ii. Don't post anything about your family and friends on the public pages, they may not wish to suddenly be famous!

- b) Harassment, bullying, hate speech and other unsuitable material will not be tolerated on *forgood's* site
 - i. Report any abuse to *forgood* and appropriate action will be taken against the offender.
 - ii. Tell someone else or local law enforcement office if somebody's behaviour towards you is persistently hostile, intimidating or inappropriate in any other way.

- c) Everything you post online can be searched and saved for an indefinite time
 - i. Don't post anything that you wouldn't want anyone else, like your boss/partner/parents, to see.
 - ii. Don't post any comments or anything that could be held against you, or come back to haunt you later in life.
 - iii. Just to be sure, always proofread your comments before making them live on public pages (even though *forgood* will try moderate most content).

- d) Be very careful when dealing with messages from strangers
 - i. Don't become a victim of 'phishing', whereby a message or email will ask you to enter bank details, or other personal information, in an attempt to jeopardise your privacy or steal money from you and your family.
 - ii. Be wary of downloading and opening files that could contain viruses—make sure your computer has the right spyware installed so that viruses can be easily dealt with.
 - iii. Never respond to SPAM messages—it only assures the message sender that your email address is in use.

- e) Remember that, while it's great to meet people online, you can never be 100% sure who that person is
 - i. Don't pass on any personal information to people you haven't met offline before.
 - ii. When meeting one of your online contacts offline for the first time, always be sure to arrange to meet in a public place.

- f) Your password is your key to your *forgood* account
 - i. Don't share it with anyone, not even your friends.
 - ii. Try to memorize your password, rather than writing it down on a piece of paper that could easily get lost.

- g) Make sure you have read and understood *forgood's* rules and 'Terms of Use'
 - i. Violating them will result in your account being deleted.

Safety when meeting at private venues

- a) It is advisable, whenever possible; to meet in public venues when meeting with a group of people that you have not met before.
- b) If a private venue is to be used, enter the venue name as "John's house in Fourways" but nothing more. The address, which is provided in a separate field, will be emailed to those people who have said that they will attend in a reminder email that goes out before the activity.
- c) If you are meeting in a private venue ensure that you have people that you know there, before new people start arriving.
- d) Make sure that you are not left alone with someone that you have not met before either at the start or the end of the activity.
- e) Avoid meeting one-on-one with someone that you have not met in a private venue.
- f) If the venue that you are using may impact on neighbours, ensure that you have made the necessary arrangement, such as warning them about impact due to noise, additional cars, etc.