

**IFBG-E(2) Internet Acceptable Use  
EXHIBIT B**

**Cyberbullying Awareness and Response.** Awareness and education are key to the prevention of cyberbullying.

- **Never give out or share personal information numbers (PIN).** Personal information includes your name, the names of friends or family, your address, phone number, school name (or team name if you play sports). Personal information also includes pictures of yourself and your e-mail address. Ask permission before sharing any information with a website, a "chat buddy" and even when registering a product purchased for your computer (like a game). Passwords are secret. Never tell anyone your password except your parents or guardian.
- **Don't believe everything you read.** Just because someone online tells you that they are 15 doesn't mean they are telling the truth. Even adults can't tell when a male pretends to be a female or a 50 year old pretends to be a 15 year old.
- **Use online etiquette.** Be polite to others online just as you would offline. If someone treats you rudely or meanly - do not respond. Online bullies are just like offline ones - they WANT you to answer (don't give them the satisfaction).
- **Never send a message to others when you are angry.** Wait until you have had time to calm down and think. Do your best to make sure that your messages are calmly and factually written.
- **Never open a message from someone you don't know.** If in doubt about it, ask your parents, guardian or another adult.
- **If it doesn't look or "feel right", it probably isn't.** Trust your instincts. While surfing the Internet, if you find something that you don't like, makes you feel uncomfortable or scares you, turn off the computer and tell an adult.
- **If you are the victim of a cyberbully, what can you do? Do not keep this to yourself! You are NOT alone! Tell an adult you know and trust!** It is very hard to solve such problems on your own.
- **Don't reply to messages from cyberbullies.** Even though you may really want to, this is exactly what cyberbullies want. They want to know that they've got you worried and upset. They are trying to influence and control you, to put fear into you. Don't give them that pleasure.
- **Do not erase or delete messages from cyberbullies.** You don't have to read it, but keep it. This is your evidence. Unfortunately, you may get similar messages again, perhaps from other accounts. The police, your Internet Service Provider (ISP), and/or your telephone company can use these messages to help you. You might notice certain words or phrases that are also used by people you know. These messages may reveal certain clues as to who is doing this to you, but don't try to solve this on your own. Tell an adult you know and trust.
- **Protect yourself.** Never arrange to meet with someone you have met online unless your parents go with you. If you are meeting them, make sure it is in a public place. You may need to delete your current e-mail accounts, cell phone/pager accounts and set up new ones. If you have persistent cyberbullying problems, it is recommended that you do this as soon as possible, unless you are working with the police and your Internet Service Provider to keep the account (s) active to try and catch the cyberbully.