What to do if you have been cyber bullied

**TWITTER**

**All of this information and more can be found on Twitter’s Help Center search.**

**Think before you Tweet**

When you find yourself in a dispute, stop and think about what effect your next Tweet might have. In these moments, ask yourself, “Is this worth it?” or “What do I gain if I continue to engage in this conflict?” While this is much easier said than done, acknowledging harassment by fighting fire with fire can reinforce bad behavior and may encourage the other person to continue their aggressive behavior.

**Block and ignore**

When you receive unwanted communication from another Twitter user, it is recommend that you block the user and end any communication. Specifically this will prevent that person from following or replying to you. Abusive users often lose interest once they realize that you will not respond. [This Twitter Support article](http://support.twitter.com/articles/117063) shows you how to block other users.

### To block a Twitter user:

1. **Log in** to your Twitter account.
2. **Go to the profile page** of the person you wish to block.
3. **Click the person icon** on their profile page. This brings up a drop-down actions menu.
4. Select **Block** from the options listed.

**Blocked users cannot:**

* Add your Twitter account to their lists.
* Have their @replies or mentions show in your mentions tab (although these Tweets may still appear in search).
* Follow you.
* See your profile picture on their profile page or in their timeline.

We **do not** send notification to a user when you block them, but because they will no longer be able to follow you, they may notice that they've been blocked.

**When it has gone too far:**

While it is tempting to respond back to messages in anger, focusing on calm discussion or refusing to argue is a better response. However, there are some situations where more action may be necessary. The rest of the tips in this section offer some suggestions for where to go to get help.

**How to report abusive behavior**

Go to: <https://support.twitter.com/forms/abusiveuser>

From here you will be asked to explain why you are reporting a user and some follow-up questions about the actions you are reporting**.**

**FACEBOOK**

**All of this information and more can be found on Facebook's Help Center search.**

[**What should I do if I am being bullied or attacked by someone on Facebook?**](https://www.facebook.com/help/?faq=116326365118751#What-should-I-do-if-I-am-being-attacked-by-someone-on-Facebook?)

Facebook offers these tools to help you deal with bullying. Depending on the seriousness of the situation:

* [Unfriend](https://www.facebook.com/help/?faq=12066) — only your Facebook friends can contact you through Facebook chat or post messages on your Wall (timeline).
* [Block](https://www.facebook.com/help/?faq=12252)— This will prevent the person from seeing your information, including posts and updates — even if they’re a friend of friends — or contacting you in any way on Facebook.
* [Report abusive content](https://www.facebook.com/help/?faq=247013378662696) and [fake / impostor profiles (timelines)](https://www.facebook.com/help/?faq=174210519303259&in_context) to Facebook.

**Here are some tips about what you should — and shouldn’t do if you are bullied:**

* **Don’t respond.** Typically, bullies want to get a response — don’t give them one.
* **Don’t keep it a secret.** Use Facebook's Trusted Friend tool to send a copy of the abusive content to someone you trust who can help you deal with the bullying. This will also generate a report to Facebook.
* ***Do* document and save.** If the attacks persist, you may need to report the activity to an internet service provider and they will want to see the messages.

[**What should I do if someone who is being bullied reaches out to me for help?**](https://www.facebook.com/help/?faq=227022763978466#What-should-I-do-if-someone-who-is-being-bullied-reaches-out-to-me-for-help?)

Here are a few things you can do if someone reaches out to you for help:

* **Block and report:** Remind your friend to block the person responsible without responding directly to the bullying. Also, make sure the bullying content has been reported to Facebook.
* Facebook will review the report and remove anything that violates their Statement of Rights and Responsibilities.
* **Restrict privacy settings**: Advise your friend to use their privacy settings to control who can view their information.
* **Evaluate and document:** Is someone at risk of physical harm? Contact your local law enforcement immediately if the bully has posted personal contact information or made specific threats of physical violence. Take screenshots of all bullying posts, and print them out to save.

[**What should I report to Facebook?**](https://www.facebook.com/help/?faq=212722115425932#How-do-I-report-abuse?)

Hate speech, threats, and bullying, are not allowed on Facebook.

To submit a report, find the report link that is nearest to what you want to report.

* Report a fake or impostor timeline
* Report a photo or video
* Report someone's timeline cover photo
* Report a page
* Report a message
* Report a group
* Report an event
* Report a question or post in Facebook Questions
* Report a post

[**How do I report a fake account that’s pretending to be me?**](https://www.facebook.com/help/?faq=174210519303259#-How-do-I-report-a-fake-account-that’s-pretending-to-be-me?)

Fake timelines created to imitate real people (impostor accounts) are not allowed on Facebook.

If someone created an account pretending to be you:

1. Go to the timeline of the fake account.
2. Click the tool icon and then select **Report/Block.**
3. Check the box next to **Report this timeline.**
4. Click **This person is pretending to be someone.**
5. Select **Me** from the drop-down menu.
6. Click **Continue.**
7. Add a description for why you're reporting the timeline.
8. Check the box next to **I confirm that this report is correct.**
9. Click **Continue** to submit your report.

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**MYSPACE**

Myspace is meant to be an enjoyable social networking site for all users. They take reports of harassment very seriously. All of this information can be found on Myspace.

If you are being harassed by another person on Myspace, we suggest [blocking](https://myspace.desk.com/customer/portal/articles/528173-block-and-unblock-user) this user from further contact and save a copy of the harassment for your records. You can take a screen shot or print the content. If the harassment is threatening, contact your local law enforcement and notify them of the issue.

**Harassment posted on another profile**

If your personal information is publicly posted on a user's profile:

Select the “report abuse” link located at the bottom of any Myspace profile.

**To block someone on Myspace**

1. Go to their Myspace profile, on the right hand side you will see the options menu. Click the options menu on the right and select **Block User**. You may also block a user from your friends list.
2. Click **Yes** (in the pop up). This will block the user from further contact.

**Notes & Tips**

* If you block a person they will not be notified.
* If you block a user on your friends list, once blocked they will be removed from your friends list.
* If your profile is public, the person that you blocked will still be able to see your profile. However, they will not be able to comment or send you messages.
* If you want to be friends with a user you blocked, you will need to unblock them first and send them a new friend request.

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**BEBO**

All of this information and more can be found on Bebo’s help search page.

Every Bebo profile is private by default. If you are under 21 Bebo strongly recommends keeping your profile private.

**To make your profile public/private**

1. Click the **'Settings'** link on the top menu bar.
2. Click the link **'Privacy Settings'**, located at the top of the page.
3. Choose whether you would like your profile viewed by ‘**Everyone’** or **‘Friends Only’**.
4. You can also make other changes to your profile, such as hiding profile views, showing your online status, and reviewing comments before they show up on your profile.
5. 5.Click the **'Update Privacy Settings'** button.

If you choose to have a private profile, please remember that joining any college or school group makes your profile visible to the other Bebo members within that group. **To make your profile completely PRIVATE (visible to direct friends only), you must leave any school or college network you have joined.**

**How do I delete a person from my friend's list?**

1. Click the **'Friends'** tab located on the top menu bar.
2. Find the contact you wish to delete.
3. Click on the **red cross** next to their profile photo. This is a delete option.
4. Click the ‘**Delete’** button to confirm your selection.
5. Deleting a member from your friend’s list will immediately delete your information from that member’s friend's list and address book as well as your own.

**How do I report abuse?**

1. Navigate to the profile page of the person you wish to report
2. Click the link ‘Report Abuse’ located below their profile photo.
3. To flag a specific photo, video or widget to Bebo staff, simply click the link ‘Report Abuse’ located below the content.
4. When a Bebo member is reported, Bebo does not disclose details of the member who reported them.

**What happens when I report abuse?**

Bebo promptly reviews all reports of abuse, issues conduct warnings and cancels the membership of anyone found violating the member conduct policies. The company is unable to enter into discussions and will not get directly involved in disputes between members. The user being reported does not find out who reported them.

**How do I block/un-block other users?**

1. Navigate to the profile of the person you wish to block/un-block. You can do this by clicking on their username or photo on your profile.
2. Under their profile photo, click the link ‘**Block’**.
3. Click the button **'Block This Member'** or **'Un-block This Member'** if you have previously blocked them.
4. ****Your profile does remain visible to users you have blocked although you can stop them viewing your photos by editing individual photo albums.

**YouTube**

<http://support.google.com/youtube/bin/answer.py?hl=en&answer=126289>

This website contains information for both parents and kids:

1. Go to the Safety Center link on the website listed above.
2. Find the safety information that relates to your issue and follow the prompts.
3. Next, go to the Help and Safety Tool (link on the website) and report the violation or user harassment.
4. This tool also helps you delete harassing comments on videos owned by you.

**To block a user**

To block a user on YouTube:

1. Navigate directly to their Channel page.
2. On their **Feed** or **Featured** tab, you will see a section on the right hand panel of their page which states **by:** UserName. Next to their name is a drop-down arrow where you will see **(Block User | Send Message)**.
3. Click **Block User**.

Additionally, you can block users through your address book:

1. Click on your username in the top right-hand corner of the screen.
2. Select **Inbox.**
3. Choose **Address Book** on the bottom left.
4. If the user you are trying to block is a contact of yours, navigate to the username you would like to block and select the checkbox next to their username. Click the button up above your Contacts list.

If the user you are trying to block is not in your Contacts list:

1. You can add the Channel as a contact by selecting **New.**
2. Then follow the same process described above in order to block that user.



**Yahoo Instant Messenger.**

**How to report abuse or bullying:**

1. Click the down arrow in the upper-right corner from either the Yahoo! Messenger main menu or the IM conversation window. Select "Report Abuse" if you're being spammed or harassed.
2. Next, fill out the abuse support form that appears on the next page. Enter your name, Yahoo! ID and email address. Report the violator by entering that person's Yahoo! ID in the space provided.
3. Use the drop-down list of the questions to choose the nature of the violation. Click options that best identify the violation, such as harassment, indecent content or threats.
4. Type in any additional information in the next space to support your claim. Be very specific about the IM abuse.
5. Verify your identity by entering the secret code shown at the bottom of the abuse report page. It is required to prevent automated submissions like spam.
6.  Press "Send" to submit the abuse report.

**AOL Instant Messenger**

**To report offensive or objectionable IMs** in AOL 9.6, AOL 9.5, AOL 9.1, AOL 9.0 VR, and AOL 9.0 Security Edition

1. On the IM window, click **Report IM Spam**.

2. Click **Notify AOL**.

3. If desired, type in your comments in the text box. If you wish to block all instant messages from that sender, select the box next to **Block all IMs** from before clicking **Send Report**.

**To report offensive or objectionable IMs i**n AOL 9.0 SE/LE and earlier versions of the AOL software:

1. On the IM window, click **Notify AOL**.

2. If desired, type in your comments in the large text box. If you wish to block all instant messages from that sender, select the box next to **Block all IMs** from before clicking **Send Report**.

**To report offensive or objectionable IMs** in AIM 7:

1. In the upper-right corner of the IM window, click **Options** or **Menu** (depending on which version of AIM 7 you're using) and then click **Report this User**.

2. Choose either the **Report Spam** or the **Report Abuse** option, type in your comments in the text box, and then click **Report.**

**How to take a screen shot**

**On a PC**

With the content you want to take a screenshot of displayed on your screen:

1. Click the Print Screen button. (This button is located in different places. On many computers you’ll find it in the upper right corner.) Depending on your keyboard, you may have to click the CTRL button and the Print Screen button at the same time.

INSERT PICTURE

1. Open Microsoft Paint:
	1. Select Start > All Programs > Accessories > Paint.
2. Click anywhere on the white part of the screen.
3. In the Edit menu at the top of your screen, select Paste.
4. Select File > Save As.
5. From the Save As menu in the pop-up box, select JPG.
6. Type in a filename for your image, choose a location on your hard drive to save to — many people choose the Desktop — and click Save.

**On a MAC**

With the content you want to take a screenshot of displayed on your screen:

1. Simultaneously hold down the three keys: ⌘, Shift, and 4.
2. Press the spacebar. A camera icon will appear.
3. Tap the touchpad to take the picture. It should appear on your desktop as a file named Picture 1.

**How to save e-mail**

1. Take a screen shot of the email - see instructions on “*How to Take a Screen Shot*”.
2. Copy the email
	1. Include headers (All the #'s and symbols that you see at either the top or bottom of the screen in the email.)
	2. This contains the subject, name, e-mail address.
		1. This information can pinpoint where the e-mail was sent from.
	3. All email programs have options to show headers.
3. Copy and past email into Word document and SAVE.
4. Print a copy of the email and put it in a safe location.

**How to save from a website**

1. Take screen shots of the front page of the website; this is the main page that shows the name of the website.
2. Take screen shots of all pages and information that have something written about you.
	1. If dates and times are listed as to when the website was updated last, include these in the screen shot as well.
3. Save and copy the websites address.
4. Print off the front page of the website and all pages that include information about you.
5. Go to the hosting company’s website.
	1. For example www.geocities.yahoo.com/bully the hosting companies website would be www.geocities.yahoo.com
6. Contact the company and report the website.