Writing and Sending Emails Safely

KS2 COMPUTING Ages 9-12 ⏰ 3 min read

What is an Email?

An **email** is a message you send to someone using the internet. It's like a digital letter that arrives almost instantly. Before you send an email, it's really important to think about **safety** and how to protect yourself online.

Think of it like writing a postcard instead of a sealed letter — anyone handling it can read what's written on it, so you need to be careful what you share.

Choose a Strong Password

Your email account is protected by a **password**. This is like a secret key that only you should know. A good password has at least **8 characters** and includes **uppercase letters**, **lowercase letters**, and **numbers**. Never tell anyone your password, and never use simple ones like your birthday or pet's name.

Think Before You Send

Before clicking send, ask yourself: Would I say this to someone's face? Is this information private? Never share **personal information** like your home address, phone number, or school name with strangers online. Be extra careful with links and attachments from people you don't know — they might contain **computer viruses**.

Think of it like sharing secrets at school — once you tell someone, you can't take it back, so only share with people you truly trust.

Spot Suspicious Emails

Phishing emails are fake messages designed to trick you into giving away private information. They often come from addresses that look almost real but aren't quite right. If an email seems odd or asks for your password, tell an adult immediately.

Use Email Safely at School and Home

Always use **official email accounts** provided by your school or parents. Log out when you're finished, especially on shared computers. Don't open attachments unless you recognize who sent them. Remember that teachers and parents can see your emails, so keep your messages respectful and appropriate.

Keep Your Account Secure

Check your **email settings** regularly and enable **two-factor authentication** if available — this adds an extra layer of protection. Update your password every few months and never use the same password for different websites.