



Thank you for downloading the FightCyberstalking.org Toolkit.

It's extremely important that you take early action right away if you're currently being harassed online so that you can put a STOP to the negative online activity, and also to prevent it from happening again.

Please be sure to read this entire FightCyberstalking Toolkit before using the Fight Cyberstalking Toolkit Logs.

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While the Internet community is generally a friendly environment once in a blue moon you may encounter a random online hater (A.K.A Internet Troll). If a random online hater does leave a nasty comment on your social media account (or even on your own blog) it's important to "report" and "block" the user, and continue with your online activities as you normally would. As a precaution BEFORE reporting and blocking the user:

1. Take a screen-shot of any harassing/threatening comments made by the user.
2. Note the date & time & name/username.
3. Note the user's profile URL and or IP address (if applicable).
4. Save screen-shot image using cloud storage & file backup service.
5. Report and block user (or) ban user by IP address/IP address range from commenting on your blog.

NOTE: You'll want to take a screenshot before reporting and blocking when it comes to harassment on social media sites. Most social media sites will remove threatening/harassing comments immediately as soon as you report and block the user, so taking a screen-shot is saving proof of harassment.

However, if the online harassment has become a regular occurrence (e.g., receiving harassing/threatening emails, tweets, PMs, message board messages, etc.) and you're reporting the harassment to the site admin/blocking the user(s) and the online harassment is not stopping, you'll want to start logging the cyber stalking incidents right away. Follow the protocol:

1. Take a screen-shot of any harassing/threatening comments made by the user.
2. Note the date & time & name/username.
3. Note the user's profile URL and or IP address (if applicable).
4. Save screen-shot image using cloud storage & file backup service.
5. Print the screen-shot.
6. Log cyberstalking incident on a new [FightCyberstalking Log](#).
7. Attach any printed emails, screen-shots, or any additional notes per each log entry to the back of the log.
8. Report and block user (or) ban user by IP address/IP address range from commenting on your blog (if applicable).

Save all evidence:

- print out any harassing emails & save them & don't delete them (along with the full email header).
- print out and save any harassing instant messages and private messages.
- save any harassing text messages (don't delete them).
- note dates and times of all harassment on paper.
- keep any harassing and threatening letters and make copies of the letters.
- keep any harassing and threatening voice-mail messages and phone numbers (don't delete them).
- save and print screenshots of all harassing messages or defamatory messages about you on social networking sites (e.g., Twitter, Facebook, etc.)
- write down the name/username and profile URL of person harassing you via social networking website(s).



Tools

You will need to use a few tools to help you gather and save evidence and log all cyberstalking incidents. Many of these “tools” may already be installed on your laptop or desktop computer. You will need the following tools:

- Screen Capture Tool - Use this tool to take an entire screen-shot of harassing messages (including the date & time).
- Cloud Storage & File Backup Service - Use this service to store evidence (screen-shots, notes, photos, etc.) just in case your computer malfunctions or you accidentally delete or lose data and files on your personal computer.
- Antivirus Protection Software - Use this software to prevent viruses, worms & Trojan horses from getting on to your computer and/or to remove any malicious software that has already infected your personal computer.
- 3-Ring Binder - Use a 3-ring binder to keep all your [FightCyberstalking Logs](#) together & attach all screen-shots & notes.

Screen Capture Tool

To capture your computer’s screen & take screen-shots you’ll want to use screen capture software. Most likely your laptop or computer already has this tool installed. Print & staple all screen-shots to your [FightCyberstalking Logs](#).

Windows: To locate the screen capture tool:

- Click the Start button
- Click All Programs
- Click Accessories, and then click Snipping Tool.

Mac: Take a screenshot of a window:

- Press Command-Shift-4. The pointer changes to a crosshair pointer.
- Press the Space bar. The pointer changes to a camera pointer.
- Move the camera pointer over a window to highlight it.
- Click your mouse or trackpad. To cancel, press the Escape (esc) key before you click.
- Find the screenshot as a .png file on your desktop.

iPhone, iPad, and iPod Touch: Capture the screen on your iOS device:

Press and hold the Sleep/Wake button on the top or side of your device.
Immediately press and release the Home button.
To find your screenshot, go to the Photos app > Albums and tap Camera Roll.

Screen Capture Software

You can also do a Google search and type “screen capture software” to locate a screen capture tool.



FightCyberstalking toolkit

Cloud Storage & File Backup Service

Use this service to store evidence (screen-shots, notes, photos, etc.) just in case your computer malfunctions or you accidentally delete or lose data and files on your personal computer. You can get started for free by using Google Drive, iCloud, Microsoft OneDrive, or you can do a simple online search and use a similar service.

Google Drive

You can get started for free by using Google Drive with 15 GB of free online storage. All you need to start for free is open a free Google Account:

<https://www.google.com/drive/>

iCloud

You get 5GB of free storage in iCloud and you have the option to choose a plan for up to 2TB:

<http://www.apple.com/icloud/>

Microsoft OneDrive

OneDrive is pre-installed on Windows 10. You can get started for free with 5 GB of space:

<https://onedrive.live.com/about/en-us/>

Antivirus Protection Software

You will want to make sure that your computer is protected to prevent viruses, worms & Trojan horses from getting on to your computer and/or to remove any malicious software that has already infected your personal computer. If you don't already have antivirus protection you should get protection T-O-D-A-Y. You can use a service such as Avast or AVG to help protect your computer.

<https://www.avast.com/en-us/index>

<http://www.avg.com/us-en/homepage>

3-Ring Binder

Use a 3-ring binder to keep all your [FightCyberstalking Logs](#) together and attach all screen-shots and notes. If you don't already have a 3-ring binder handy you can always pick one up for almost free at your local dollar store.



How to Use The Logs

To use the [FightCyberstalking Logs](#) fill out the date and time per an incident on one log. Answer each question in the log in great detail. Attach any printed emails, screen-shots, or any additional notes per each log entry to the back of the log. You will need to use a brand new log if you need to record a new incident.

Example:

Harassed by ex boyfriend on Twitter October 1, 2016 = Log incident on one new log.
Harassed by ex boyfriend on Facebook October 1, 2016 = Log incident on another new log.
Harassed by ex boyfriend via online message board October 1, 2016 = Log incident on another new log.

Follow the protocol:

1. Take a screen-shot of any harassing/threatening comments made by the user.
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Should the online harassment escalate it's important to be proactive and take action by filing a report with your local law enforcement agent. You may also use the logs to help you keep track when submitting your information to your local law enforcement agency.

For downloading additional cyberstalking incident logs, visit: FightCyberstalking.org/logs/

Cyberstalking Incident Record Log

TIME

DATE



Mr Mrs Miss Dr Other

First Name Last Name

Street Address

City

State Zip Code

Telephone Home

Cell

Business

E-mail Address

Preferred method of contact Phone E-mail Post

Please answer the following questions as accurately as possible



Q: Explain what happened in great detail: What was said, sent, posted, or how you received harassing messages online?



Q: Did you report online harassment to any site administrators?

Please select from any of the following:

Yes Name(s) of site admins or support staff:

No



Q: Are you attaching any screenshots or any other documents to this incident sheet?

Please select from any of the following:

Yes

No

Additional Notes:

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