Basics of the use of computer and ICT

Digital safety

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Introduction

The booklet you are reading is part of

a series of booklets.

The series of booklets teaches you how to use

the computer and internet.

The booklets are written using the easy to read

and to understand language.

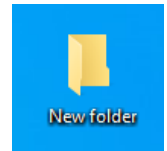Each booklet is about a different topic.

All the topics of the series of booklets:

1. Turn on/off computers

- Mouse and keyboard

2. Desktop: move files, create and delete folders

3. Accessibility features - Keyboard shortcuts
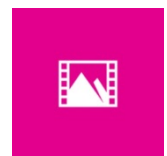
4. USB memory

5. Microsoft Word

6. Video Editor

7. Digital safety

8. Google Chrome
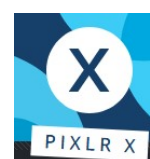

9. Google Maps

10. YouTube

11. Gmail

12. Facebook and Messenger

13. Pixlr X

14. Curriculum Vitae Europass

The series of booklets has been written by experts from 7 organizations.

The 7 organizations are:

Associazione Uniamoci Onlus from Italy

Asociacija "Aktyvus Jaunimas"

from Lithuania

Centro Social e Paroquial Santos Martires

from Portugal

Tallinna Tugikeskus JUKS from Estonia

IES El Greco from Spain

Towarzystwo Wspierania Inicjatyw

Spolecznych Alpi from Poland
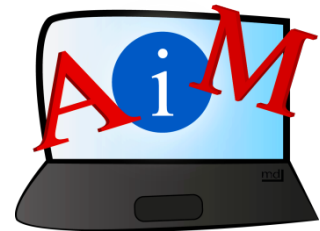
Università Degli Studi Di Catania from Italy

You can find more easy to read and to understand information about the project on its website:

https://accessibleinformationmaterial.blogspot.com/

The series of books has been created as a result of an **Erasmus+** project.

This Erasmus+ project is called Accessible Information Material.

Erasmus+ is a programme of the European Union that funds different kinds of projects.

Digital safety

Introduction

In this chapter, you will learn

how to stay safe online.

Staying safe online means protecting

your personal information

from theft or other harm.

There are different safety practices

that can help you to protect your

personal information online.

Each part of this chapter

will cover different safety practices.

Protect your passwords

To create a strong password,

include a mix of numbers,

symbols, and letters.

When you use letters, include

uppercase and lowercase letters.

Password
S@d37U@n   Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Strong password looks like this: S@d37U@n

This is only an example.

Use this example to create your own unique password.

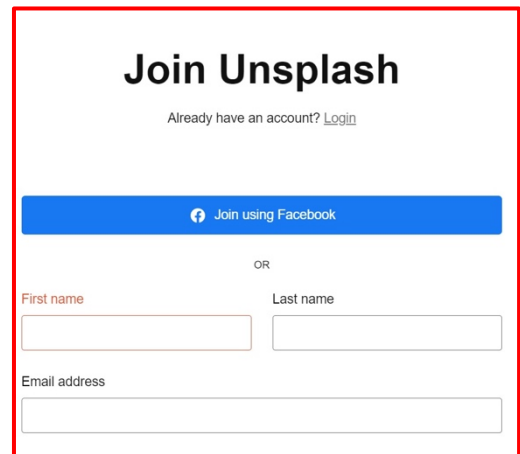Your password has to be different from the example.

Strong passwords protect your online profiles and

accounts from theft.

Create accounts in legitimate websites only

Some websites invite you to

create an account and sign up.

Make sure that the website is safe

before creating an account

and signing up.

- The website is unsafe if it has misspellings and grammar

mistakes in the website address.

- The website is unsafe if it has a lot

of pop-ups.

Pop-up is a small window,

that suddenly appears on your screen.

Keep your personal information to yourself

Don't share your personal information
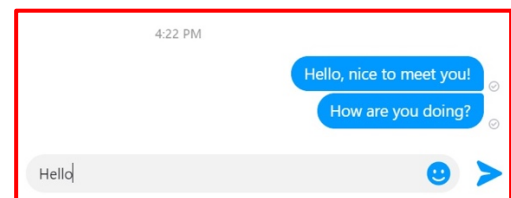
with the people that you meet online.

Personal information is your name,

address, phone number, birthday,

identity code and bank details.

Never share your bank details with people online.

Talking with strangers online

You never know who are the people

that you meet online.

It is important not to trust the people that you meet online.

Some people that you meet online can try to steal your

information or money.

To protect yourself from theft online, do not open emails and

files from people that you do not know.

Do not tell your banking details, identity number, social security number, address or telephone to people that you meet online.

If you get a message or email from a person that you do not know, ask a friend or a parent to check it too.

Ask your friend or parent what they think about the message or email.

Do not reply if you get a message or email claiming that you won money.

This information can be a lie.

Ask a friend or a parent to check this email.

Do not reply if you get a message or email claiming that you need to pay money.

This information can be a lie.

Ask a friend or a parent to check this email.

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