Digital Literacy

By Evelyn M Kasina



Digital literacy is the ability to find, evaluate, utilize, share, and create content using information technologies and the Internet.

Examples of Digital Literacy.

Understanding how to use web browsers, search engines, email, text, wiki, blogs, Photoshop, Power point, video creation/editing software, etc. to showcase learning. Evaluating online resources for accuracy/trustworthiness of information.

Objectives



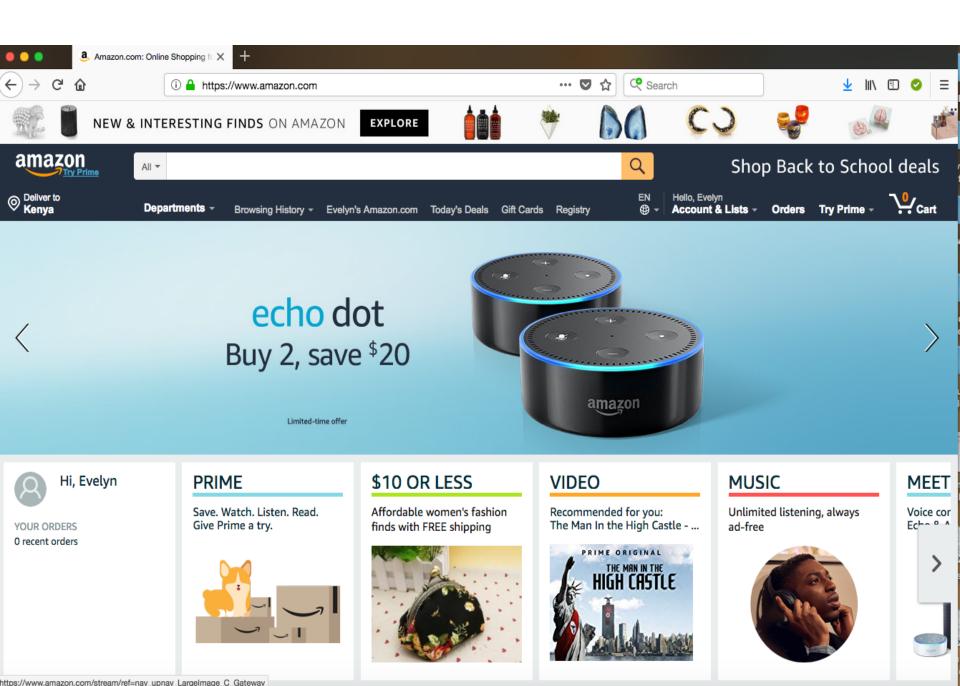
- 1. Manage technology
- 2. Be Secure online
- 3. Leverage on opportunities



Best Practices

- Ensure you have an updated antivirus
- Have a proper password (8 characters minimum, lower and upper case,
 Alphanumeric plus a special key eg: July20!*)
- Keep your password protected.
- If you use wireless broadband, ensure it's password protected.

- Beware of "phishing emails"often look like they are from a bank asking you to verify your information.
- Be cautious of email attachments from email addresses that seem suspicious. Eg (@commerce.wa.gov.au)
- When shopping online use reputable secure websites that have "https" or have a padlock.



Cont'

- Avoid saving your passwords on web browsers "Remember me"
- Vet your social media friend requests (some are bots)
- TIM Too Much Information (Avoid uploading private details like personal Identifications, Google map pins)
- Monitor your children's online activities
- Sign out of accounts
- Separate your personal and business accounts
- Seal the web camera when not in use.

Innovation is change that unlocks new value.

- Jamie Notter

Innovate to remain relevant

- Watch the consumer space / Product anticipation
- Find a Technophile
- Get out of your department or Industry
- Invest time to research and Personal development (<u>Engadget.com</u>)
- Trends define business- Understand the trends and cycles (IoT)
- Monitor social media Ted talks
- Look into the next generation- trend setters

Tools

- Setmore.com An appointment scheduling software
- Trello.com Project management & collaborating software (time)
- Buffer.com Social Media Management platform
- Zoom or Skype Video Conferencing
- Mailchimp.com Bulk email (Marketing/information)
- Pipedive.com A sales CRM
- Flipboard.com World news on different topics
- Answerthepublic.com collective search engines

Tips To Manage Technology

- Don't touch your phone first thing in the morning
- Schedule time for emails
- Schedule time for social media
- Develop screen time rules (Family rules)
- Create Tech Free Zones (Meal areas & Cars)
- Use a Gadget Basket
- Don't carry your phone to your room (buy an alarm clock)
- If you experience a "near death panic attack" when your phone is going off- you need technology detox.

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Technology is a useful servant but a dangerous master.

- CHRISTIAN LOUS LANGE -

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