

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


**ONLINE
SAFETY TIPS** 🧐



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.

echo dot
Buy 2, save \$20
Limited-time offer




Hi, Evelyn
YOUR ORDERS
0 recent orders


PRIME
Save. Watch. Listen. Read.
Give Prime a try.




\$10 OR LESS
Affordable women's fashion
finds with FREE shipping




VIDEO
Recommended for you:
The Man In the High Castle - ...



MUSIC
Unlimited listening, always
ad-free



MEET
Voice con...
Echo 9 A



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 (Engadget.com)
- 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)
- Pipedrive.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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