# BEING A DIGITAL CITIZEN

You probably know how to turn a computer on and how to navigate the Internet – in fact, it is probably second nature. However, the digital world is vast and can be trickier to navigate than you think. Here is a quick list of some things to consider and practice as you explore the digital world.

## DIGITAL BEHAVIOUR

### Carefully consider what you want to share online, especially on social media, and with whom you are sharing it.

Sometimes the things you say online have potential consequences, like losing friendships or opportunities. What we do and say online can have real negative impact on others, and we cannot always see that impact through the computer screen.

Things you post online are stored on computer servers around the world and can be copied and shared repeatedly – even deleted posts have the potential to be recovered.

Whenever possible, keep extra-sensitive information to yourself.

Digital media is an open door – you can see the information made available by someone and they can see yours.

### Recognize inappropriate behaviour in yourself and in others online.

Be willing to call out inappropriate behaviour like cyberbullying and cyber harassment when you see it, as well as any behaviour that makes you uncomfortable.

If you are on some sort of digital media, like a game or social media platform, report such behaviour to the administrators.

Block people who are harassing you on your social media platforms.

If you experience bullying, harassment, or something uncomfortable then consider talking to an adult you trust.

# DIGITAL PROTECTION

## Protect your important information using strong passwords and other privacy tools.

Create strong passwords that are unique (but memorable to you) by using symbols and numbers, and making them long.

Do not use the same password for every account – if you have trouble remembering multiple passwords, use tools like a password manager software or even a notebook.

If certain information is not required on an account or form, then do not add it. Keep what the Internet knows about you to a minimum.

Use private windows on Internet browsers, like the incognito mode on Google Chrome. These windows will forget information that you enter into forms or textboxes as soon as you exit the window.

## Know how to tell real information from fake.

False information means things like fake news, scams, and phishing.

Phishing is when someone sends you an email, text, or phone call claiming to be a legitimate source in order to convince you to give them your money and/or information. Look for clue like incorrect spelling or an incorrect email address. If you are still in doubt, ask someone else!

Fake news and Internet scams are very easy to create and spread.

They are designed to make us believe a certain way about issues and events, so it is important to use critical thinking skills when reading things online – even though we are bombarded by so much information now it can be easier to just read and move on. Consider things like where you found the information, and if the author(s) cite their sources.

We can be manipulated into thinking certain things because of how social media platforms and Internet search engines are designed. Search engines like Google will promote certain results over others, and both will remember things we previously searched or read. They will fill our feeds and results with similar information, keeping us in a set information bubble. Think critically, and be aware.