

DIGITAL SKILLS

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Iceland
Liechtenstein
Norway grants



Střední škola
Olgy Havlové
Janské Lázně

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The project is based on the cooperation between Střední škola Olgy Havlové and the Norwegian social enterprise Fretex Pluss AS. The aim of the cooperation is to help young people with intellectual disabilities to successfully integrate into society by strengthening their personal and civic skills. The project is intended to promote awareness of personal rights and opportunities among these young people, to help them become self-sufficient and self-confident. The intention is to create pedagogical resources (courses and manuals with guides) and visual products that could be used in both Czech and Norwegian environments and that could be adapted according to the needs of the target group.

Digital skills

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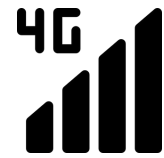
HOW TO CONNECT TO THE INTERNET?

If you want to be on the Internet, you need to **connect** your mobile phone or laptop to it.

The two most common ways:



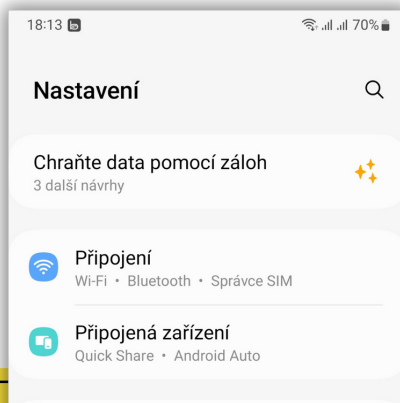
Wi-Fi



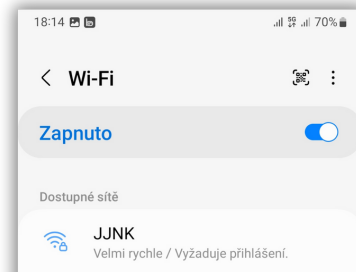
Data
mobile data connection

WI-FI - HOW TO CONNECT ON A MOBILE PHONE?

1) Go to the mobile menu and find the Wi-Fi network connection icon.



2) Select a network which you know the password for.



! If a network does not require a password, it can be dangerous!

3) Enter the password.



If the password is correct, the mobile will connect to the Internet.

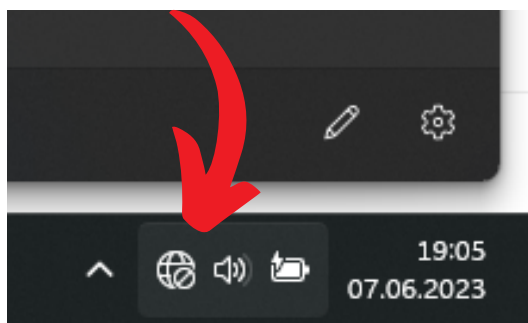


HOW TO CONNECT TO THE INTERNET?

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WI-FI - HOW TO CONNECT ON A LAPTOP?

1) **The icon** on the bottom right of the monitor shows that the laptop is not connected to the Internet.

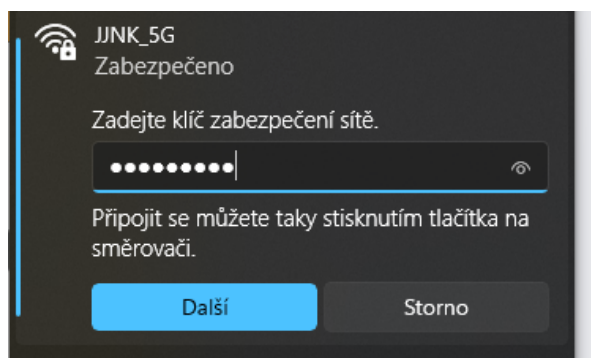


2) Find Wi-Fi settings and choose network which you know the password for.



If a network does not require a password, it can be dangerous!

3) Enter the password.



If the password is correct, the laptop will connect to the Internet.



MOBILE DATA CONNECTION

If you have a mobile data connection **activated** on your mobile phone, the internet has already been working for you.



Is the internet not working? Come along to your **mobile operator's store**. Shop assistants will set up your mobile phone!

T-Mobile



vodafone

HOW TO CONNECT TO THE INTERNET?

WHAT SHOULD YOU DO IF YOU ARE ANYWHERE WITH NO WI-FI BUT YOU WANT TO USE IT?

First, you need to find out which **company** near you can connect you to the Internet.

Ask a neighbour or look on the Internet.



Internet provider near me

Call the company

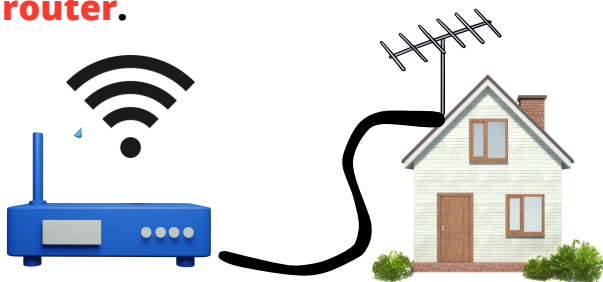


Hello,
my name is
I live in
and I need to arrange a new Internet connection. Can you help me?



Task: Fill in your name and your residence instead of the dots.

The people from the company will arrive, they usually connect the antenna and set up the **Wi-Fi router**.

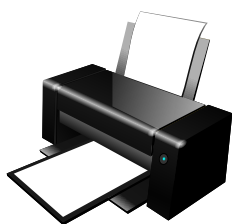


How much does it cost to get connection to the Internet?

Connecting method	Price	Amount of data
Mobile data connection	10 EUR	12 GB
	25 EUR	unlimited
Wi-Fi	10 EUR	unlimited

Prices of each company may differ.

What else can be connected to the Internet?



Printer



Television



Tablet



Webcam

etc.



HOW TO CONNECT TO THE INTERNET?

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PEOPLE COMMUNICATE AT A DISTANCE IN DIFFERENT WAYS.

SMS



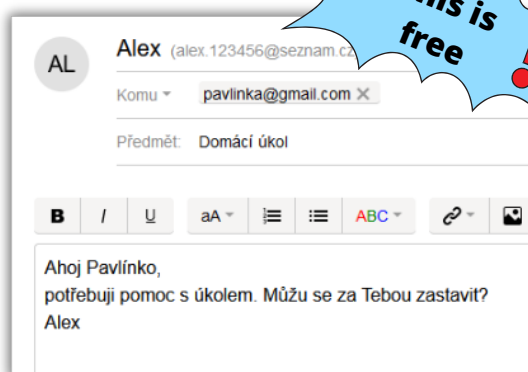
It is easy, you just need to know the **phone number** and you can send a text message to anyone owning a mobile phone.



Email



You need to know the **email address** of the person you are writing to. The email message can contain text, pictures and other **attachments**. Email is not suitable for sending a video or a large number of pictures.



Facebook



Facebook is the largest **social network**. A message can contain text, images, videos and other attachments. You can also write and read Facebook messages on your mobile phone.



WhatsApp



You can text, send photos, make calls and join a video call. You just need to know the **phone number**. The person you want to communicate with must also have WhatsApp.



Skype



You can make calls, but also have **video calls**. You can also text or send photos via Skype. The person you want to communicate with must have it installed on mobile phone or laptop. You must know their Skype name or email address.



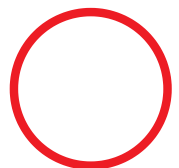
Mobile calls



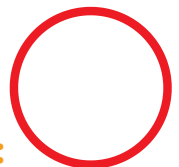
It is easy, you just need to know the phone number and you can call.



Write down how many options from this double page **are** free:



Write down how many options from this double page **are not** free:





Do you want to boast with a fabulous photo? Do you want to send a recipe to a friend? Nowadays you don't have to meet your friends to show them everything!

Objects:
photos, videos
and notes written in Word

Objects can be easily shared with others and transferred between mobile phones and laptops.

How to share on your mobile:



Find the **share icon** (Sometimes it will appear right away, sometimes you need to long-press the object. The share icon will appear.)

Sdílet v aplikacích



WhatsApp



Zprávy



Vyhledat
obrázek



Možnosti

Click on the share icon and choose the application with which you want to send the object. In the application, choose the place you want to send the object to.

I am sending something to just one recipient

Some applications are suitable when you want to send an object to the only one recipient: Select **one recipient** and send the object to him. Only **he himself** will get it. No one else will see the object!



I am sending something to friends

If you want your objects to be seen by **all your friends** and acquaintances, you can share it in **groups** or social networks:

Select the group of people you want to send the object to. Think about whether you really want the object to be seen by **everyone in the group**.



I am shariending someting to anyone

Are your objects really cool? If so, you can share them with absolutely everyone. They can be accessed by anyone who is interested in them. **Worldwide!**

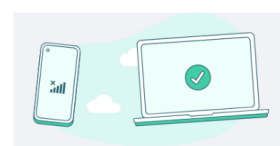


Location sharing

Some applications can share your location: **Where you are now** and where you have been. It is important that **only** your closest friends and family have access to this information.



Do you know that you can also have **WhatsApp app** on your laptop? WhatsApp is also a program for a computer and a website on the Internet.



There is nothing wrong on sharing your experiences, as long as you follow the rule that **too much of anything is harmful**. Before you start sharing, check your profile settings. All of them should be private - posts can **only be seen by pre-approved friends**.

Liability



Each user is **responsible** for everything he shares and the laws also apply on the Internet.

What to never share!



Too personal data: residential address, telephone number.

Vulgarity: swear words, derogatory texts, threats, videos that humiliate someone.

Nude photos and videos (neither of yourself nor of anyone else).

Illegal content: for example, children smoking, swastika.

Hoaxes and fake news: False and untrue news.



Match each person with the thing which is appropriate to share with them

Photos of a pet

A complete stranger

A photo of a person in a swimsuit

A teacher

A position

Your mom

A photo of Christmas bun

A friend

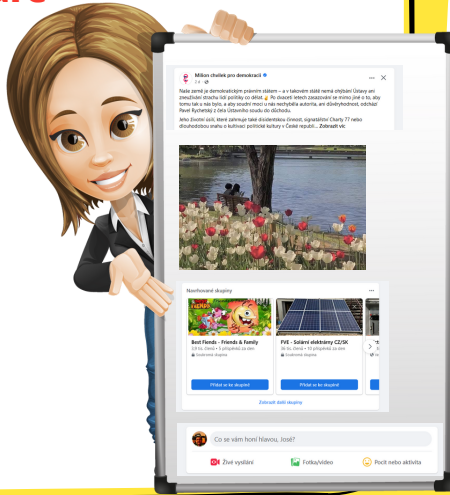
Golden rule

**Don't share
anything you
don't want your
mom to see!**



HOW TO SET UP SOCIAL NETWORKS?

Social networks are places on the Internet where people meet each other and **share** experiences and **content** (for example, photos).



The most famous social networks



Facebook



TikTok



Instagram



X

What is good and what is bad about social networks?



Draw marks in free boxes:
mark ☐ **+** what means good,
mark ☐ **-** what means bad.

- ☐ Searching new friends is easy.
- ☐ Connecting with family and friends is easy.
- ☐ Abuse of a photo is easy.
- ☐ Impersonating someone else is easy.



Friends on social networks

Add only those people you really know or you like as **friends**:

- family,
- classmates, colleagues,
- favourite singers.



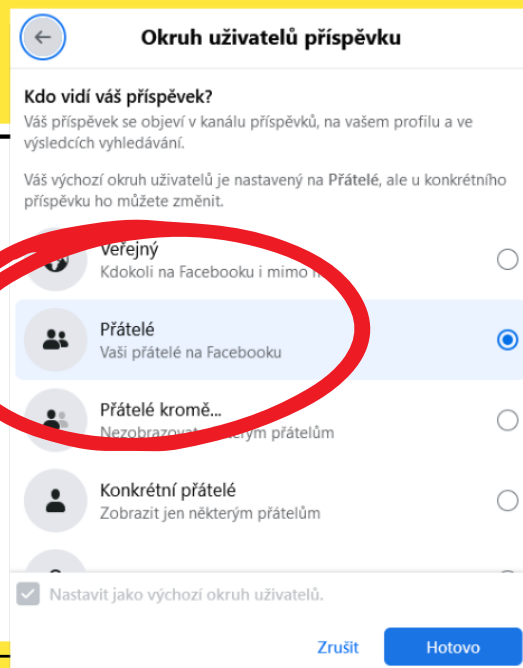
HOW TO SET UP SOCIAL NETWORKS?

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Privacy settings

Set your profile so that **only your friends** can see your posts and photos.

Be careful! Your posts may be visible to other users!



How to behave on social networks?

Don't do what you wouldn't do in a real life.

Be careful! The person on the other side may pretend to be somebody else.

Do not public information that may harm you in the future, for example, when you look for a job.



Social networks are not our friends.

Social networks pretend that everything we share on them is safe and only ours.

But our personal data can be easily **misused**.

Social media posts cannot be deleted.



Even if you **delete** a photo or cancel your entire account, your photos will remain on the Internet and may never **disappear**.

HOW TO SHOP ON THE INTERNET?

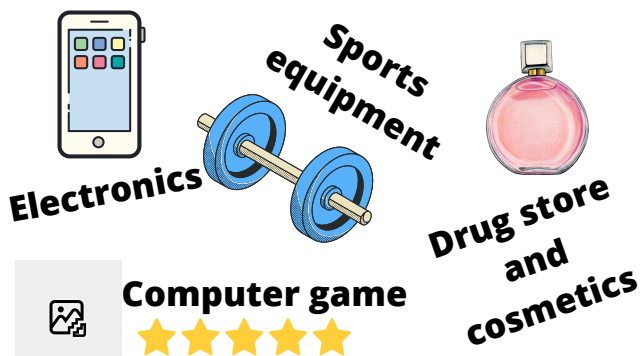


Shopping is possible not only in a supermarket, a shop in the square but also on the Internet.

Shopping on the Internet takes place through online stores. These stores are called **electronic stores - e-shops**.



What is most often bought on the Internet?



What are the advantages?

There is a **much larger offer** of various goods on the Internet. You have enough **time and peace** to choose the goods. The same goods in e-shops are usually **cheaper** than in a brick and mortar store. You don't have to go to the store. The goods can be delivered **at your home**.

Is it safe?

Before ordering goods, it is important **to find out** if the e-shop of the purchase is safe.

What you need to find on a secure e-shop page:

- Full address of the e-shop location
- Telephone
- Email

Check the e-shop reviews on the comparator page

MARIANET.cz

PARFEMY.CZ

ELN:NO.CZ

parfum.cz

alza.cz

NOTINO

HOW TO SHOP ON THE INTERNET?

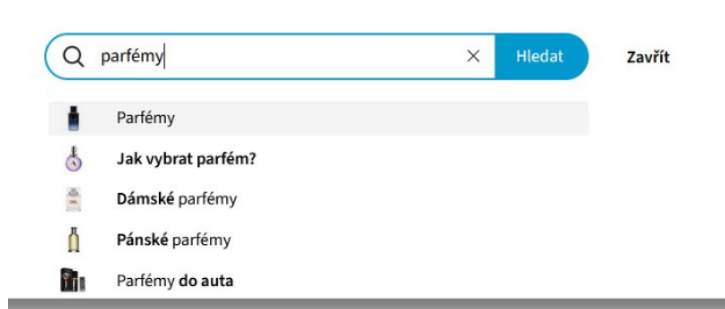
17

Which goods to choose?

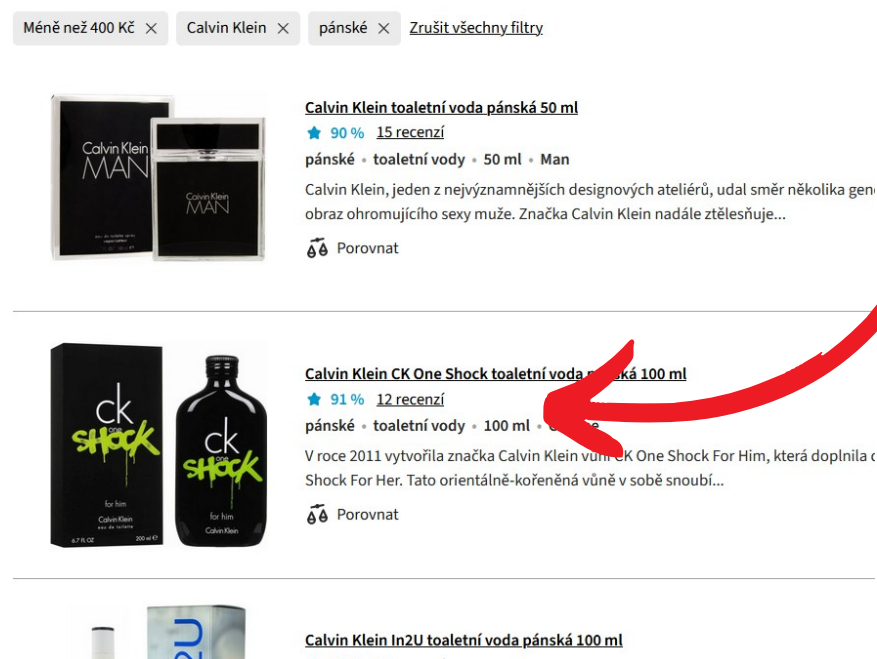
A large number of different goods are sold on the Internet in many e-shops. Visit the **product comparator** to help you choose.



1. Type what you are interested in.



2. Choose between different products:



The product is more economical if it has a larger volume.

Do you like the other features of the selected item?

3. Continue to compare prices:

371 – 800 Kč
v 26 obchodech

Porovnat ceny

Where to buy the goods?

The product comparator shows how much the same product costs in different e-shops.

The advertisement, which is displayed at the highest position, is usually not the cheapest one.

Doporučené nabídky (4)

	Skladem • 1 varianta	49 Kč	Doplňkové služby	97 % • 8 744 recenzí	372 Kč	Koupit na Heurece Do obchodu
	Skladem • 1 varianta	59 Kč		98 % • 1 893 recenzí	466 Kč	Koupit na Heurece Do obchodu
	Skladem • 1 varianta	49 Kč	Doplňkové služby	98 % • 3 465 recenzí	371 Kč	Do obchodu
	Skladem • 1 varianta	49 Kč		98 % • 9 619 recenzí	401 Kč	Koupit na Heurece Do obchodu

Nejlevnější nabídky (27)

	Skladem • 1 varianta	49 Kč	Doplňkové služby	98 % • 3 465 recenzí	371 Kč	Do obchodu
	Skladem • 1 varianta	49 Kč	Doplňkové služby	98 % • 23 513 recenzí	372 Kč	Koupit na Heurece Do obchodu

Check store reviews.
Rating more than **90%**
shows that the e-shop
is safe.

Check whether the product
is in stock.

Check shipping
price.

Choose the most
suitable e-shop:

371 Kč

Do obchodu

HOW TO SHOP ON THE INTERNET?

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Check the goods and put them into the basket.

Calvin Klein CK One Shock

Toaletní voda For Him 100 ml

200 ml For Him
Skladem více než 10 balení
Kod 21952
-10%
592 Kč
533 Kč

100 ml For Him
Skladem více než 10 balení
Kod 21518
-18%
452 Kč
371 Kč

50 ml For Him
Není skladem
Kod 21517
NASTAVIT HLÍDÁNÍ

PRO MUŽE
★★★★★ 1 recenze

KOUPIT

Složení parfému

Hlava
levandule, okurka, klementinka

Srdce
kardamom, pepř, bazalka, osmanthus

Základ
tabák, ambra, pačuli, dřevité tóny, pižmo

Druh vůně
ambrově-kořeněná, orientálně-kořeněná

There must be enough information on its page about each product.

The shopping cart guides you through the purchase process.

1. NÁKUPNÍ KOŠÍK 2. DOPRAVA A PLATBA 3. DODACÍ ÚDAJE 4. SOUHRN

Produkty v košíku

Již u nás máte účet? [Přihlaste se.](#) [Registrace nového účtu.](#)

  Toaletní voda Calvin Klein CK One Shock
Skladem více než 10 balení
371 Kč / ks 1 + - 371 Kč

☐ Pojištění dopravy balíku 25 Kč

Pojištění dopravy balíku vám zajistí ochranu při ztrátě nebo poškození balíku. Pokud nám nahlásíte a doložíte vzniklou škodu, pošleme vám obratem nové zboží. Bez čekání na vyřešení situace v zákonné lhůtě.

[Uplatnit slevový kód](#)

Cena celkem **371 Kč**

[ZPĚT K NÁKUPU](#) [POKRAČOVAT NA DALŠÍ KROK](#)



Choose how to pay:

By transfer from a **bank account**:

- The e-shop will send you payment details to your email inbox.

By **payment card**:

- It is convenient, but the least secure! The payment card must be enabled for shopping on the Internet.

Cash on delivery:


- You pay for the goods to the postman when he delivers them.


Platba

☒ Dobírkou 10 Kč

☐ Hotově nebo kartou na pobočce Zásilkovny 20 Kč

Bezpečná online platba

☐  Platební karta zdarma

☐  Platba 24 zdarma

HOW TO SHOP ON THE INTERNET?

Choose how the goods will reach you:

We usually pay for shipping, sometimes free shipping is offered.

The postman will deliver it **to your home**.

You pick it up **at the post office**.

You pick it up **in the store**.

	Česká pošta - balík do ruky Doručíme 03. 01. 2023	79 Kč
	Česká pošta - balík na poštu Doručíme 03. 01. 2023	79 Kč
	PPL Doručíme 03. 01. 2023	75 Kč
	PPL výdejní místa Doručíme 03. 01. 2023	55 Kč
	Zásilkovna Doručíme 03. 01. 2023	55 Kč

Fill in your details.

The e-shop must know your data in order to **send you** a package.

What is **important** is marked with an **asterisk**.

Zadejte e-mail
E-mail *
alex@seznam.cz ✓
Registrace má své výhody. [Vytvořit účet?](#)

Kontaktní údaje
Jméno * Alex ✓
Příjmení * Filipi ✓
Název firmy (do zaměstnání...)
Telefon * 770187181 ✓

Ulice a č.p. * Obchodní 282 ✓
Město * Janské Lázně ✓
PSČ * 54232 ✓
Stát * Česká republika

☐ Nakupuji na firmu (IČ, DIČ)

Poznámka k objednávce

PŘEDCHOZÍ KROK

Doprava a platba 99 Kč
Cena celkem 470 Kč

POKRAČOVAT NA DALŠÍ KROK

Check all data from your order and confirm it.

Since the goods have been **ordered**, the e-shop starts working on packaging and sending the package to you.

You receive an order confirmation into your **email inbox**. Check your email and mobile phone regularly. The e-shop will send you a notification when you can pick up your package.



HOW TO SHOP ON THE INTERNET?

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Beware of scammers

Avoid stores that offer **very cheap** goods. It's very suspicious!

Some people, who bought too cheap goods, may **never** have received their goods.

Always look at the e-shop **rating**.

Withdrawal from the contract

When you shop online, you have the right to **return unused goods** within 14 days. The e-shop must refund your money.

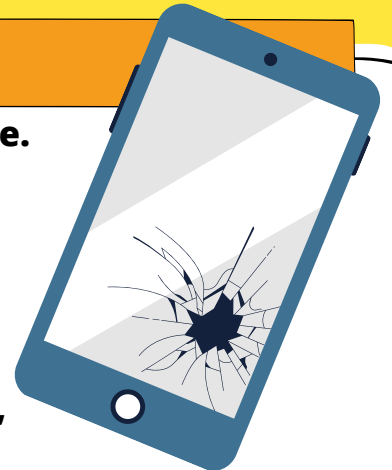


Claims

Complaint = notification that the product is defective. If the product has a defect, you can **claim** it. You must not damage the goods yourself. You can claim goods up to **2 years** after purchase.

Call the e-shop where you bought the goods: "Hello, my name is ... I bought from you ... and it doesn't work. I need to claim it. Can you help me?"

Defective goods will be **repaired** or **replaced**. Or **money** will be sent **back** to you.



Shopping is also possible in foreign e-shops.



You must understand the **foreign language**. **Postage** to the your country is more **expensive**. It takes **longer** for the package to reach you.



Find out how much a tent called **Husky Baron 4** costs on the **heureka.cz** website.



WHAT DOES A CORRECT PASSWORD LOOK LIKE?

Many Internet services require a password to log in. The Internet service must know who is logging in and whether it is really him.



Bad passwords

Name of a family member, a friend, a pet

Address: the city name

Numbers: year or date of birth

Names or names backwards: aznoh, eiram, kibob, inreves.

Other bad passwords: password, qwertz, soccer, mom, 123456, aaaaa, internet, 11111, sparta

Someone can guess such a password instead of you!

Correct password

The password should be at least 8 characters long.

The password should contain lowercase and uppercase letters.

It should contain at least one digit.

It may also contain a symbol, e.g.: ? ! / %.

bathroom
bAthr88m
bAthr88m
bAthr88!

The best password is clusters of letters that are incomprehensible at first glance. For example: **o3M3D6h3af4** (These are the initial letters of the children's song "Old MacDonald Had a Farm" supplemented with numbers.)

Different password for each service.



password:
fa24b20k



password:
se7nAm.all

It is important that you have a different password for each service.

Let the browser remember passwords!

Passwords can be remembered by the browser. It is safe only if you are always using the computer.

Uložit přihlašovací údaje pro golfarts.cz?

Uživatelské jméno
alex@centrum.cz

Heslo

☐ Zobrazit heslo

WHAT DOES A CORRECT PASSWORD LOOK LIKE?

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Two-step verification

For important services, it is a good idea to use two-step verification

The first stage: enter the password

The second stage: click on the link that will come to your email or to your mobile phone.

It is much more secure!

Place your finger

If your mobile phone or laptop allows it, use **finger sign-in**.

Touch the sensor on

the mobile phone

with your finger and

the mobile phone will

automatically log you in.

This is called **biometric login**.



Is my password secure?

Password Strength Meter

Find out how secure your password is:

<https://passwordmeter.com/>

Test Your Password	
Password:	<input type="text"/>
Hide:	<input checked="" type="checkbox"/>
Score:	0%
Complexity:	Too Short

Was I scammed?
Find out if someone has discovered your login information for an Internet service?

<https://haveibeenpwned.com/>

<input type="text" value="alex.oajl@centrum.cz"/>	<input type="button" value="pwned?"/>
Good news — no pwnage found! <small>No breached accounts and no pastes (subscribe to search sensitive breaches)</small>	



Find out how secure your password is.



HOW CAN INTERNET SCAMMERS CAUSE HARM?

Where can we run into a scammer?

The Internet is not always a safe place. It is important to protect your data and information.

What should we watch out for on the Internet?



- favourable advertising offers
- emails
- social networks
- bazaars
- dating sites

Remember:

You can't make a lot of money without working! Nobody gives you anything for free!

Do not click on such advertisements and offers!

How can a scammer hurt us?

Financial loss:
It will cost us money.

Identity theft:
He's impersonating us.

Blackmail and bullying:
He gets confidential information from us.



Vážený

Byl jste vybráni jako náš měsíční vítěz!
Vaší odměnou může být zcela nový **Vrtačka DeWalt!**

Chcete-li získat odměnu, stačí kliknout na tlačítko a odpovědět na několik otázek.

Získejte svou cenu hned teď!

Ty jen máš 05 minutu účastnit se. Pokud se neúčastníte, vaše registrace bude automaticky předána dalšímu uživateli.

EXAMPLES OF THE MOST COMMON FRAUDS

Inheritance fraud

Email written in bad language.

No one will send you any money.
The scammer wants to find out information about you (name, email, phone number).
Then he might blackmail you.

Do not reply to such an email!

Hi

From: "Sare Ouedraogo" <llabour@ono.com>

To: "Alex" <alex@oajl.cz>

I'm Mr. Sare Ouedraogo. I work in one of the major banks here in Burkina Faso, I want the bank to transfer the money left by our deceased customer is a foreigner from Korea. you can invest this money and also help the poor "the amount value at 13.300.000 dollars (thirteen million three hundred thousand US dollars) left in his account still unclaimed. More information will be provided if you are interested.

Yours sincerely Mr. Sare Ouedraogo

HOW CAN INTERNET SCAMMERS CAUSE HARM?

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Deceptive celebrity articles

The site looks like a real news website. It was actually created by a scammer.

The site wants to convince you that you can get a lot of money for free.

The scammer wants you to invest your money. But you will lose the money!

ŽHAVÉ NOVINKY: Leoš Mareš investuje 1,5 milionu eur do startupu a říká, že „zde se nachází budoucnost“

Velký počet Čechů si již přinesl domů miliony pomocí této „mezery v zákonech pro bohatství“, ale je to legitimní?

Leoš Mareš prozradil svou novou tajnou investici, díky které zbohatly stovky lidí po celé zemi



Deceptive advertisements for miracle cures

An advertisement promises to solve some of your **health** problems.

There is **an order form** on the page.

A worthless food supplement will arrive.

Wasted money...

BLOGERKA ODHALUJE TAJEMSTVÍ
„ZHUBLA jsem 12 kg za 10 dní“



Objednávám s finančním
příspěvkem

2848 Kč **1499 Kč!**

Deceptions in online bazaars

You want **to sell** watches in an online bazaar.

You will be contacted by an interested man. He wants to send you money to your card.

You just have **to send him the card number**.

Money **cannot be sent** to a credit card. **It is a scammer!**



HOW CAN INTERNET SCAMMERS CAUSE HARM?

Deceptive SMS and phone calls



Hello, this is your bank. Someone wants to steal money from your account, dictate the access information to me, I will stop him!

He is a scammer and he wants to get into your **bank account**. **Don't say** anything to him and **hang up!** At the bank, they get to your account themselves.

Deceptions in dating sites

B: I love you

A: I love you

B: I love you

A: I love you

B: Something bad happened to me

B: Send money

B: I love you



Never **send money** to someone with whom you **only text online!**

Strawman

The scammer doesn't have to want just your money! He can lure you into **deceptive cooperation**.

The money comes from **criminal activity**.

You can be **prosecuted by the police** instead of the scammer!



Do you want to earn money? It is easy. You will receive money on your account.

HOW CAN INTERNET SCAMMERS CAUSE HARM?

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Count how many times the word "scammer" appears on these three pages:

☐

6x

☐

8x

☐

10x

WHY TO BE CAREFUL ON THE INTERNET DATING SITES?

Alex doesn't want to be alone. She wants to find a **boyfriend**. Can she find him on an internet dating site?

Yes, but she must be very **careful** not to become a victim of a **scammer**!



Some frequently used internet dating sites:

- **Bumble**
- **Elite date**
- **Tinder**
- **eHarmony**

Attention! There are many scammers lurking on them too!

Registration on an internet dating site

Enter only **truthful** information in your user profile. Save your **up-to-date** profile picture. Your photo from Facebook, for example, can be **misused** by a scammer.



Vytvořit Účet

Křestní jméno

Alex Novotná

E-mailová adresa

alex@oajl.cz

Narozeniny

02

08

2004

Pohlaví

Muž

Žena

Více >

☐ Zobrazit pohlaví na mém profilu

Chci zobrazit

Muže

Ženy

Všichni

Searching for a new friend

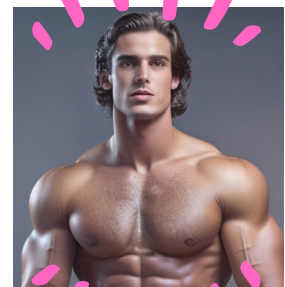
If the dating site allows it, search **nearby**.

Don't believe everything you see and read. Many people **lie** in their profiles.



Be careful

Does the **most beautiful** boy in the world really want to meet me?



WHY TO BE CAREFUL ON THE INTERNET DATING SITES?

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Online dating site payments

Does an internet dating site want to **pay for access** to found profiles?

Be careful not to pay **a lot of** money instead of **a low** amount in the future.

Nyní jen 10 Kč.
Od příštího měsíce
199 Kč za měsíc.

How can I recognize I am chatting with someone who **really wants to get to know** me?

- Ask your new friend **questions**. He soon **reveals** himself and shows his true nature.
- Ask for an **up-to-date photo** or for a Skype **video call**.

Warning signs

End contact quickly if:

- your new friend is in a **hurry too much**, immediately promises you a life together,
- he doesn't want to show you his **face**, he doesn't want to **meet you online**, for example via Skype,
- he claims that he travels a lot or works **abroad**,
- he says he has a lot of money he needs to **transfer** or save it,
- he asks you for **money**,
- he writes that he is a **soldier** and he works for the **secret service**.



Protect your privacy

Do not reveal sensitive information about yourself: where you **live** or what your **phone number** is.

The most important advice:

Do not send money to anyone!

Do not send **nude photos** to anybody - the scammer can **blackmail** you!

If you want to meet your "friend", choose a **public place** where **a lot of people** walk: a shopping centre, a coffee shop.



There are many bad people on the internet. We call them **hackers**.

All computers are connected to the internet and therefore a hacker can do harm remotely. Even in your computer.



HOW A HACKER CAN HARM YOU?

He steals money from your account.



He impersonates you on social networks.



He blocks your computer.



He takes over your computer and does whatever he wants on it.



HOW TO PROTECT YOURSELVES AGAINST HACKERS?

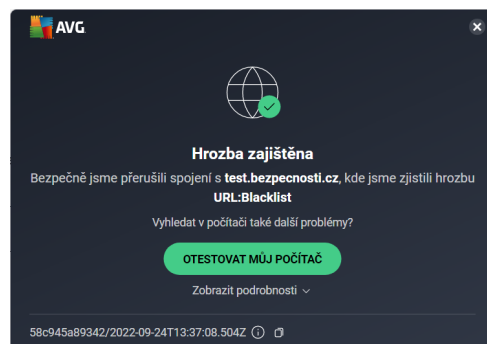
You need to have antivirus installed in your computer.



**Antivirus knows all hackers.
When it recognizes them, it won't
let them enter your computer.**



**When the antivirus recognizes the
hacker, it will show you a window.**



**How do I know I have
an antivirus installed?
Its **icon** appears on the
bottom right corner of
the monitor.**



**And a hacker can't get into
your computer.**



Antiviruses exist for computers and mobiles as well.



Well-known antivirus programmes



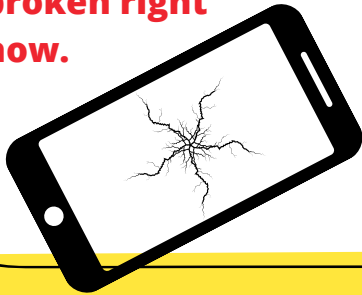
Find three differences between the pictures:





Imagine this situation:

Your mobile phone has broken right now.



What data would you lose?

- **contacts** to friends,
- **photos**,
- saved **documents**,
- installed **applications**.

Some data are easy to save, others are **IRRECOVERABLY lost**.

What is the solution?



Why is backup important?

You will not lose the data that are **important to you**,

- if your mobile phone **breaks**,
- if someone **steals** your mobile phone,
- if someone **deletes** or steals your data.

How often to backup?

For an ordinary person, it is usually sufficient once every **two months**.

The best solution: Set **synchronization**. Your data will be **automatically** backed up over the Internet.



Task: Backup your mobile and laptop right now!

Which data to back up?



On a mobile phone:

- contacts
- photos
- applications

On a laptop:

- photos
- documents (school, work)

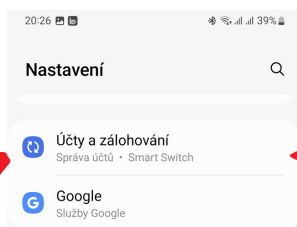


The procedure of setting a backup on the mobile phone.

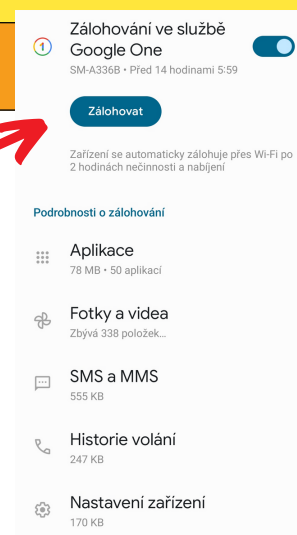
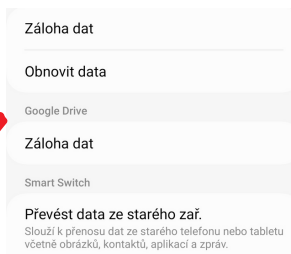
Mobile settings



Accounts and backups



Google Drive - data backup

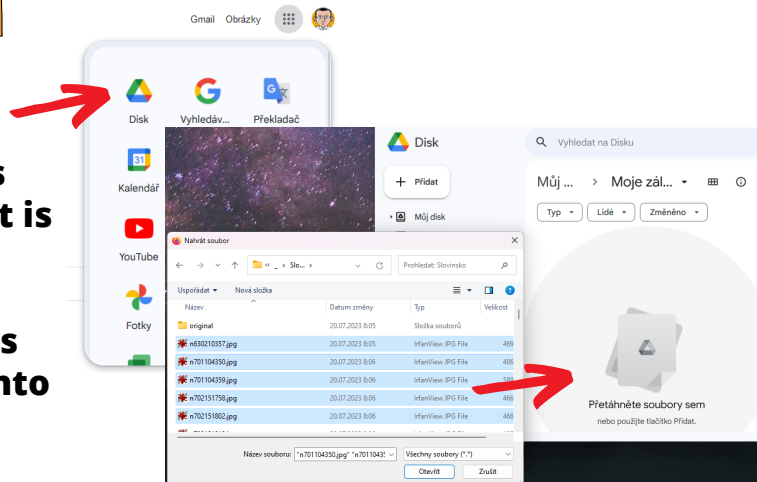


How to backup on a laptop?

Backup to cloud **Google Drive**.

Sign in to your Google Drive. It's free and holds up to 15 GB – that is more than 10,000 photos!

Simply drag and drop the photos and data you want to backup onto the desktop of the website.



HOW TO BEHAVE ON THE INTERNET?



Is it appropriate to behave **loudly** and talk **obscenely** in the square?
Is it appropriate to take lemonade from the store **without paying**?



Is it appropriate to **slander** someone and write **obscene words** on the Internet?
Is it appropriate to download a movie from the Internet **without paying**?

The rules of decent behaviour in society are called **ETIQUETTE**.

The rules of decent behaviour on the Internet are called **NETIQUETTE**.



Net + etiquette

Even on the Internet, we should behave **like people**, not like **cads**. The Internet is not completely anonymous, you can always **find out** who has written the text.

Simple advice: Don't post anything on the Internet that you wouldn't let **your mom** read.

Pirates

Downloading a movie is not a crime but it is also **not right**.

It is a **crime** to **upload** a movie on the Internet so that your friends can access it.

A lot of images and music are available on the Internet **for free**. However, this must be **allowed** by the author. The **Creative commons** mark is indicated for such work.



HOW TO BEHAVE ON THE INTERNET?

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Emoticons

Emoticons (**smilies**) are small pictures that express our **mood**.



Is it OK to use emoticons in emails or on the social media? **Yes**, but there shouldn't be too many of them!

How to write an email correctly?

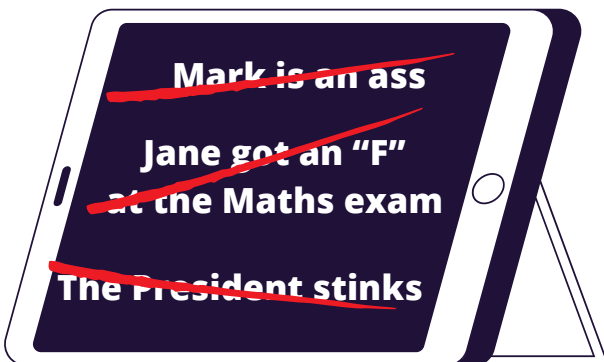
Each email should have a filled-in subject line, what the email is about.

The bad subject: **Hello
A request**

The correct subject: **Greetings
Phone number request**

Social networks and Internet discussions

Behave on the Internet in the way you **don't harm** other users.



Do not write everything in capital letters. Writing CAPITAL LETTERS represents **SCREAMING**.

Do not post **false** information on the Internet.

The sample of the correct email

Dear Mr. Newman, salutation

I will go to Prague on Thursday, and therefore I would like to meet you and pick up the books I ordered from you.

Thank you.

Best Regards, body of the letter

Alex Petron conclusion of the letter

Horní 15, Trutnov
mobile: 601 234 567

signature
contact details



According to the rules on this page, write an **email** about what awaits you and what you are looking forward to. Send it to the address **kulhavy@ssoh.cz.cz**. And don't forget to use **emoticons**. 😊

HOW TO BEHAVE ON THE INTERNET?



Resources used:

- www.graphicmama.com
- www.freepik.com [1] [2] [3]
- www.wikipedia.org [1] [2] [3] [4] [5] [6] [7]
- www.downloadshareitfree.com
- www.thestack.technology
- www.huskycz.cz

Other brochures were produced in the same project:

- **Financial skills**
- **Work skills**
- **Self-care skills**
- **Democratic participation**
- **Suggestions for re-education of deficient mental and psychomotor functions**

Digital skills
Josef Kulhavý
and Střední škola Olgy Havlové team
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