ACADEMIC DEVELOPMENT OPEN VIRTUAL HUB (ADOVH)

Student Digital Resilience Programme (2024 – 2026)

Her-Tech: Igniting Women's Digital Futures Series

Session 02: Internet Skills and Online Safety

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Friday, 30 August 2024
Internet Safety and Skills

Time	Topic	Presenter	Activity
18h00	Opening and Welcome	S Govender	
18h05	Recap	R Wright	Join Community Activity: Introduce Yourself
18h10	What does a Web Browser Do?	D Harpestad	Activity: Exploring the Functions of a Web Browser
18h20	Online Safety and Privacy	I Marais	
18h40	Maintain a Professional Online Presence	I Marais	
19h00	Web Browsing Essentials	D Harpestad	Activity: Activity: Mastering Web Browsing Essentials
19h20	Identifying and Accessing Digital Resources Online	R Wright	Activity: Activity: Exploring and Sharing Digital Learning Resources
19h45	Next Steps	R Wright	
19h55	Closure	L Mahlangu	

Recap on Getting Stared

Join the Community

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How to Join the Learning Community

Introducing

Her-Tech: Igniting Women's Digital Futures Series

Click Here to Participate

1 Visit the Academic Development Open Learning Platform at:

https://adovh.unisa.ac.za

https://bit.ly/adovh

2 Click on the banner to open the course page.

Join the Microsoft Engage Learning Community

Digital Literacy Skills

Join the learning and support community to complete activities and to engage with other participants.

Click here to join the learning community

3 Click on the grey button to join the learning community.

Join the Microsoft Engage Community

4 Sign in using your myLife account.

Join the Microsoft Engage Community

5 Click the Join button to join the Digital Literacy Skills community.

Digital Literacy Skills

Internet Skills and Online Safety

Navigating the Web and Building a Professional Online Presence

Internet Skills and Online Safety

- **Overview:** Effective web browsing and maintaining a professional online presence are crucial for academic success and career development.

- **Purpose:** This unit explores web browsing fundamentals, advanced search techniques, evaluating online sources, and creating a professional online identity, especially for women in technology.

- **Goal:** Equip you with the skills to navigate the internet efficiently, conduct research, and present yourself effectively in the digital world.

Learning Outcomes

By the end of this unit, you will be able to:

- Utilise advanced search techniques to find relevant information efficiently.
- Evaluate online sources critically for credibility and relevance.
- Organise and manage online information effectively using bookmarks and note-taking tools.
- Create and maintain a professional online profile on platforms like LinkedIn.
- Engage in online academic discussions with appropriate tone and content.
- Showcase your achievements and skills online in a professional manner.
- Identify and access various digital learning resources and support organisations.

What Does a Web Browser Do?

Understanding the Essential Features and Functions of Web Browsers

- Overview: A web browser is a software application that allows you to access and interact with websites on the internet. It acts as a bridge between you and the vast resources available online.

- Purpose: Learning how to use a web browser effectively is crucial for navigating the internet and making the most of online resources.
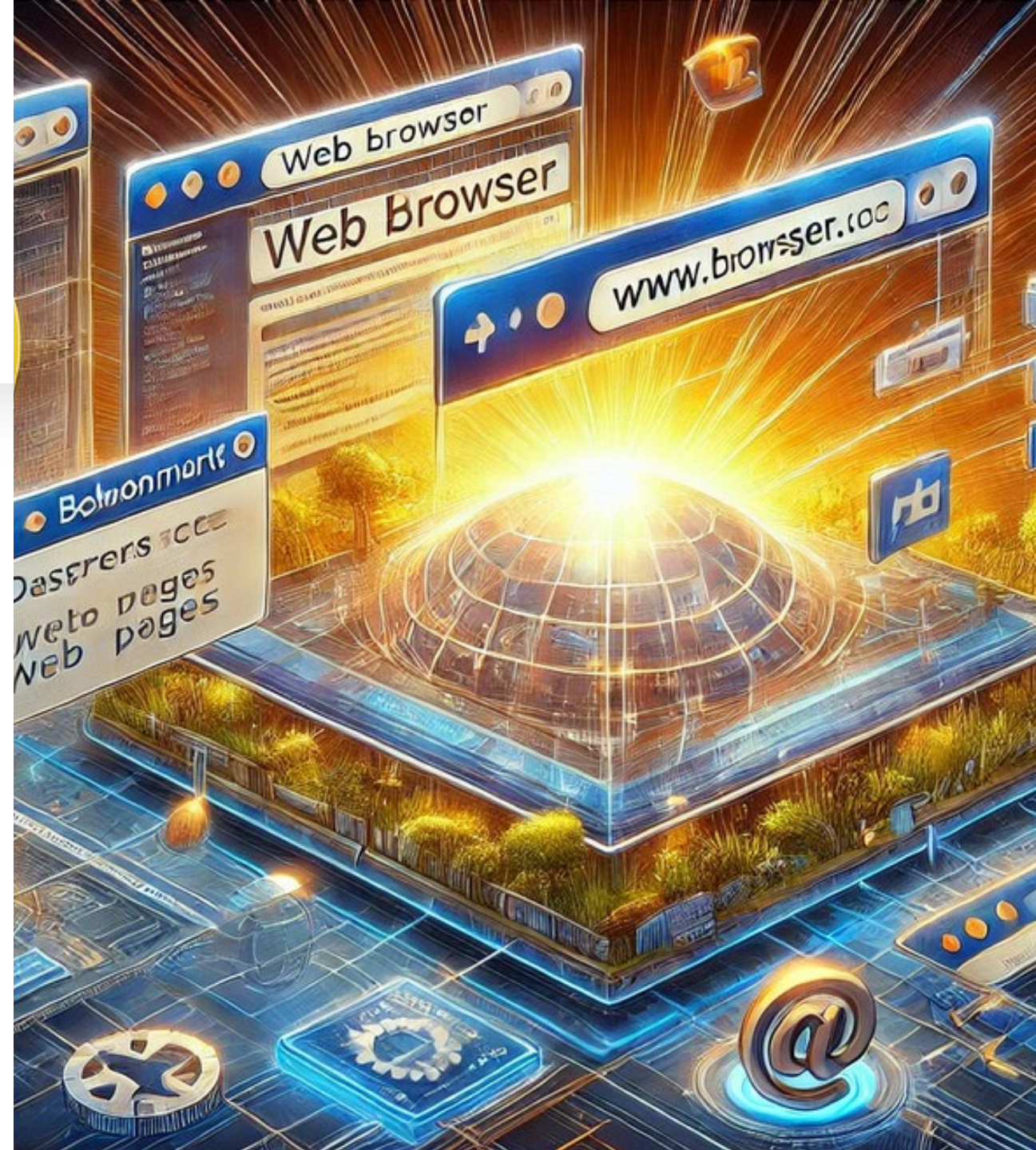
What is the internet?

The Internet (or internet) is the global system of interconnected computer networks that uses the Internet protocol suite

Common uses of the internet

1. Communicate with people across the world, access and share information.

2. Do business with others without being in the same place.

3. Learn and share knowledge and so much more.

4. Play games with people we've never met.
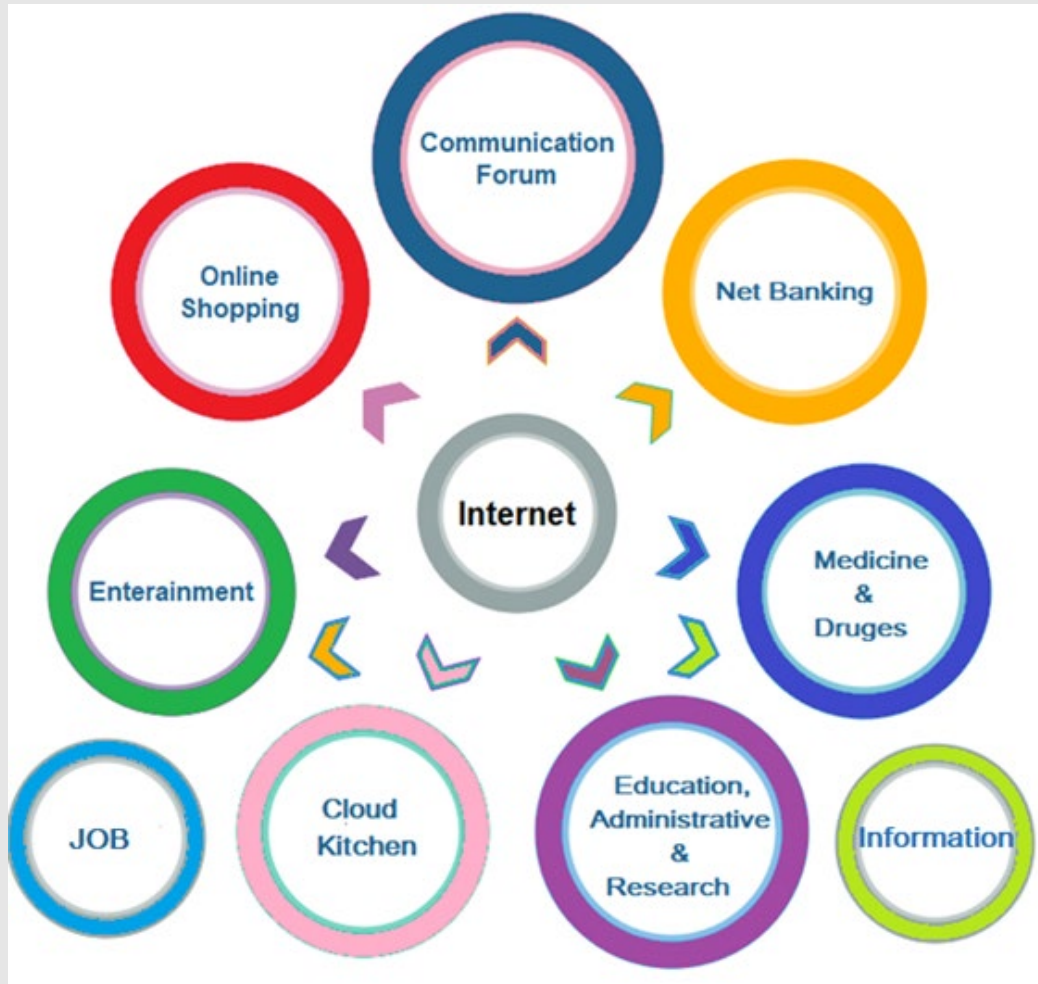
Benefits of using the internet

- Saves cost
- Fast and readily available for business opportunities
- Source of rich Information
- Saves times
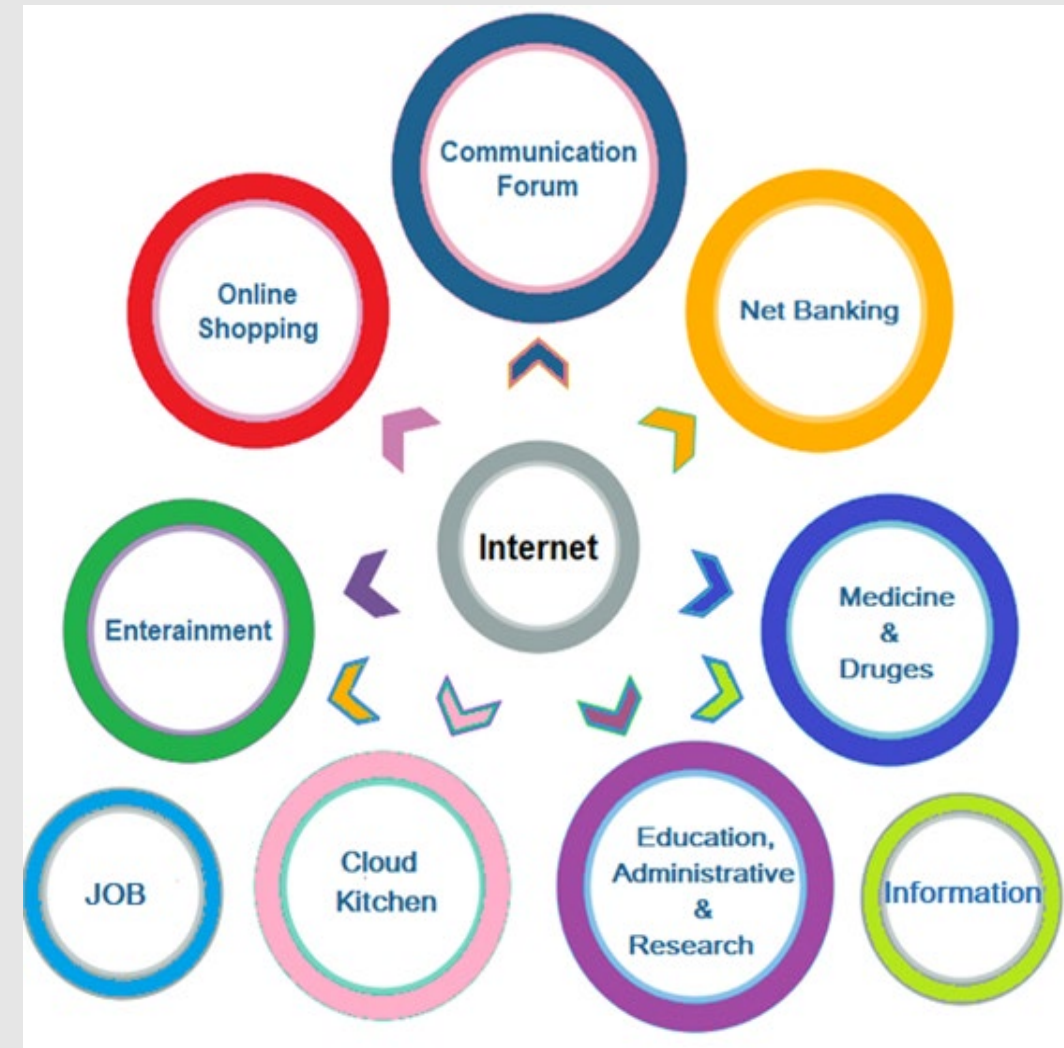
Setbacks of using the internet

- Addiction
- Bullying
- Spam and advertising with violent content
- Access to Adult content

Common Methods for connecting to the internet

- Using your Mobile Service Provider
- Using your portable WIFI mobile

Common devices that people use to go online include

- Laptops
- Desktop computers
- Mobile phones
- Tablets
- Modems

Questions

- What is the difference between the internet and the web?

- What is a website?

- What is a web browser?
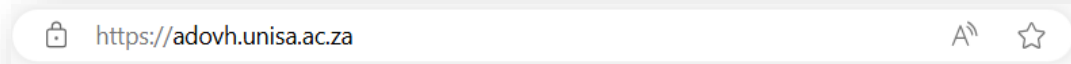
What is a website ?

A website is a collection of many web pages, and web pages are digital files that are written using Hypertext Markup Language

To make your website available to every person in the world, it must be stored or hosted on a computer connected to the Internet round a clock


Browser on users computer

Internet

Web server

http://www.

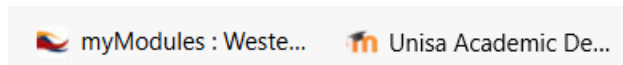# Basic Features of a Web Browser

https://adovh.unisa.ac.za

Address Bar:

- What It Is: A text box at the top of the browser window where you type the URL of the website you want to visit.

- How It Works: After entering the URL, the browser sends a request to the website's server, retrieves the content, and displays it on your screen. The address bar can also be used as a search bar.

A Sample PDF.pdf   Unisa Academic Development O   Unisa online
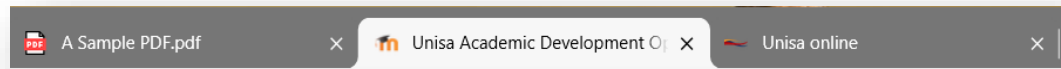
Tabs:

- What They Are: Tabs allow you to open multiple web pages within a single browser window.

- How They Work: You can switch between tabs, close them, or open new ones, making multitasking easier.

myModules : Weste...   Unisa Academic De...

Bookmarks:

- What They Are: A way to save and organise your favourite websites for quick access.

- How They Work: Bookmark pages by clicking the star icon, organise them into folders, and access them from the bookmarks menu.

Basic Features of a Web Browser

History:

- What It Is: A record of websites you've visited recently, allowing you to revisit them.

- How It Works: Access your history through the browser menu, clear your history for privacy, or use private browsing modes.

Extensions/Add-ons:

- What They Are: Small software programs that enhance your browsing experience by adding extra functionality.

- How They Work: Install extensions from the browser's web store, such as ad blockers or password managers, and access them via icons in the browser interface.
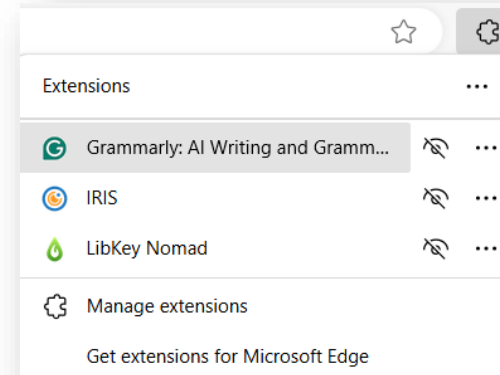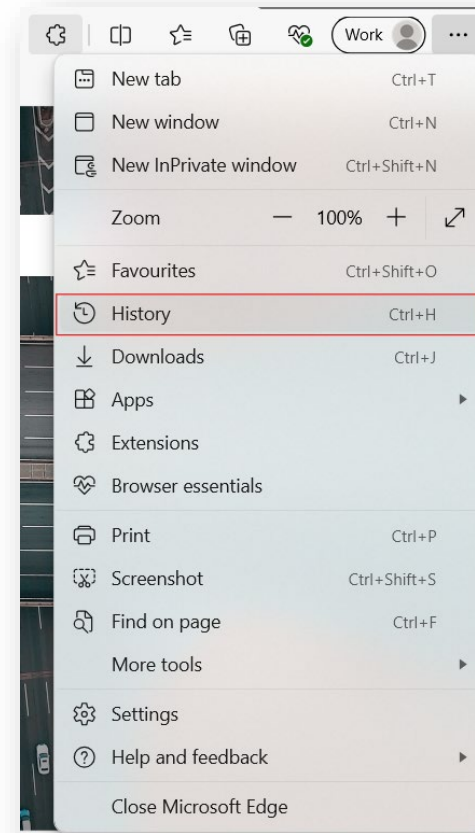
Demo

Demo Address Bar, Tabs, Bookmarks, History and Extensions

Microsoft Edge: Your Learning Companion

Collections:

- What It Is: A feature that allows you to organise and save web content like links, images, and text in one place.

- How It Helps: Helps you stay organised, especially for research and projects. You can export collections to Word or Excel.

Immersive Reader:

- What It Is: A tool that simplifies web pages by removing distractions, making the content easier to read.

- How It Helps: Enhances focus when reading complex articles, with options to adjust text size and background colour for better readability.

PDF Viewer:

- What It Is: Allows you to view, annotate, and fill out PDF documents directly in the browser.

- How It Helps: Eliminates the need for additional software to work with PDFs, making it more convenient to handle academic materials.

Demo

Demo Collections, Immersive
Reader and PDF viewer.

What Does a Web Browser Do?

- Understanding web browser features like tabs, bookmarks, history, and extensions can greatly enhance your internet browsing experience.

- By mastering these tools, you'll improve your efficiency in navigating online resources, conducting research, and staying organised in your digital environment.

University of South Afr

LibKey Nomad Close Button

Contents

Appearance

Text

- Small

Standard

Large

Width

- Standard

Wide

Activity

Visit https://bit.ly/unisadl5

or scan the QR code below:

Online Safety and Privacy

Protecting Your Digital Well-Being and Personal Information

- Overview: Understanding online safety and privacy is crucial for protecting your personal information and maintaining your digital well-being.

- Purpose: This section guides you through key concepts of online safety and privacy and provides practical activities to safeguard your online presence.

DIGITAL CITIZENSHIP

"the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level. "

- https://www.aeseducation.com

Describe a *good citizen*

- Respect the laws of your country, state, and city.
- Respect others
- Help others
- Take care of the environment

Did you know?

If a product or service is free, you are the product.

Digital Footprints

"the information about a particular person that exists on the internet as a result of their online activity"

Social Media
01
Pictures, videos, text you post online serves as your digital footprints

Private Web
02
Information about you kept by banks, companies

Public Web
03
Information about you found on search engines like Google, Bing

Email
04
Emails you sent act as proof of electronic communication

Messaging Apps
05
Chat apps like WhatsApp count as towards online activity

Identifying and Avoiding Online Threats

Phishing:

- What It Is: Attempts to trick you into revealing sensitive information by pretending to be a trustworthy entity.

- How It Works: Often comes in emails, text messages, or fake websites.

- How to Avoid It: Be skeptical of unsolicited messages, verify the authenticity of requests, and watch for signs like poor grammar or mismatched email addresses.

Malware:

- What It Is: Malicious software designed to damage your device or steal information.

- How It Works: Spreads through infected email attachments, compromised websites, or downloads.

- How to Avoid It: Avoid untrusted downloads, keep antivirus software updated, and be cautious with email attachments.

Identity Theft:

- What It Is: When someone uses your personal information without permission to commit fraud.

- How It Works: Can occur through data breaches, phishing scams, or stolen documents.

- How to Avoid It: Use strong passwords, enable two-factor authentication, and monitor your financial statements regularly.

Identifying and Avoiding Online Threats

Cyberbullying:

- What It Is: Harassment or bullying through digital platforms.

- How It Works: Includes threatening messages, spreading rumours, or hurtful comments.

- How to Avoid It: Adjust privacy settings, block abusive users, and report incidents.

Data Breaches:

- What It Is: Exposure or theft of sensitive information from an organisation.

- How It Works: Happens through hacking, insider theft, or accidental leaks.

- How to Avoid It: Use unique passwords, enable 2FA, and monitor accounts for suspicious activity.

Protecting Your Privacy

Keep Your Browser Updated:

- Importance: Regular updates include security patches that protect against vulnerabilities.

- How to Implement: Set your browser to update automatically or check for updates regularly.

Use Strong, Unique Passwords:

- Importance: Strong passwords are your first line of defence.

- How to Implement: Create complex passwords with a mix of letters, numbers, and symbols; use a password manager for security.

Be Aware of and Manage Cookie Settings:

- What Are Cookies? Small files that remember your preferences and track activity.

- How to Manage: Clear cookies regularly, adjust settings to block third-party cookies.

Protecting Your Privacy

Private Browsing Mode:

- What It Is: Browsing without saving history, cookies, or temporary files.

- How It Helps: Maintains privacy on shared or public computers but doesn't offer complete anonymity.

Clearing Browser Data:

- Importance: Protects privacy and frees up storage space.

- How to Implement: Clear browsing history, cache, and cookies regularly through browser settings.

Treat your online safety like any other valuable
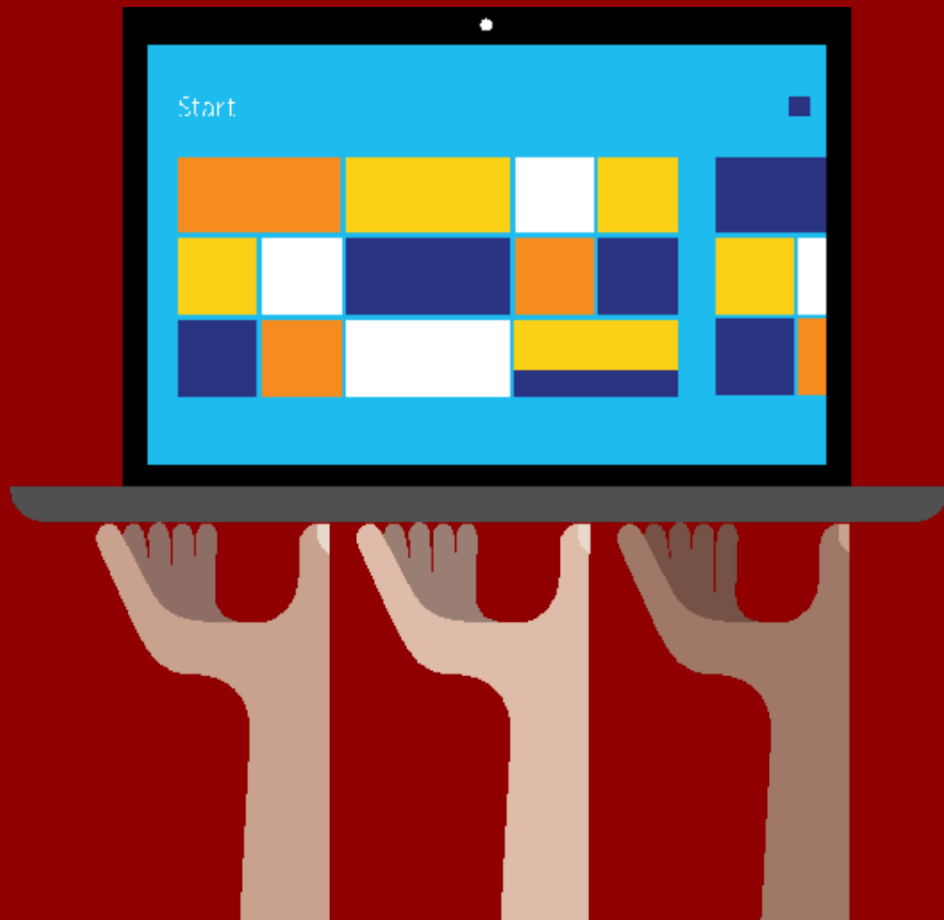
Your computer has valuables too

- Your financial information
- Your personal information
  - Your age
  - Your address
  - Your pictures
- Your reputation
  - What people think of you

Protect yourself from phishing and Social Engineering

These four practices can help protect you from phishing scams:

- Practice number one, be careful of suspicious messages.

- Practice number two, look for signs that a webpage is safe and secure.

- Before you provide credit card info, enter a password or provide other personal info, verify that you are on a trusted secure website.

- Practice number three, keep your web browser and operating system up to date.

- Practice number four, install verified anti-malware software on your devices

Protect Your Phone From Hackers

A common way to catch a fish is to put food on a hook so the fish will want to eat it. Once they bite the food, they will be hooked. Phishing scams on the internet work the same way.

Data Protection and Digital Footprint

Tips for Data Protection:

- Be Selective About Sharing Personal Information: Avoid oversharing on social media and only use trusted websites.

- Regularly Review and Clean Up Your Online Presence: Search for your name online, delete old accounts, or outdated information.

- Use Secure Cloud Storage: Store important files in secure cloud services with strong passwords and 2FA.

- Be Aware of Privacy Policies: Understand how your data will be used and protected by reading privacy policies.

Safe Browsing Habits:

- Use Secure Websites: Ensure websites use HTTPS.

- Be Cautious with Public Wi-Fi: Avoid accessing sensitive information over public Wi-Fi without a VPN.

- Log Out of Accounts: Always log out, especially on shared devices.

Data Protection and Digital Footprint

Email and Communication Safety:

- Recognise Spam: Be cautious of unsolicited emails asking for personal information.

- Secure Your Email: Use strong passwords and enable 2FA.

- Avoid Sharing Personal Information: Verify legitimacy before sharing details.

Digital Etiquette "Netiquette"

The patterns of behavior used while on the internet or engaging in online activities, that are guided by law and our own principles and personal philosophy.

THINK Principle:

T: Is it true?
H: Is it helpful?
I: Is it inspiring?
N: Is it Necessary?
K: Is it Kind?

Securing Personal Information

Strong Passwords:

- Importance: First line of defence against unauthorised access.

- Tips for Strong Passwords: Mix uppercase/lowercase letters, numbers, symbols; use a different password for each account.

Two-Factor Authentication (2FA):

- What It Is: Adds a second form of identification beyond just a password.

- Types of 2FA: SMS codes, authenticator apps, biometrics, physical security keys.

- How It Helps: Harder for unauthorised users to access accounts even if a password is compromised.

Securing Personal Information

Regular Updates:

- Importance: Protects against vulnerabilities.

- How to Implement: Enable automatic updates or check for updates regularly.

Managing Privacy Settings:

- Social Media Privacy: Adjust settings to control who can see your posts and personal information.

- Browser Privacy: Block third-party cookies, prevent tracking, and enable Do Not Track requests.

- App Permissions: Limit access to sensitive information like location, contacts, and camera; uninstall unused apps.

Be smart when you share

- When you set up profiles on social media websites, be sure to review the privacy settings of your account.

- If your account is set to public, anyone can see your information and what you share.

- You should also be selective when you accept invitations to connect with someone via social media.

- Never share something online that you wouldn't want strangers and the public to see it.

- Always remember to think before you share.

- Keep your safety in mind and make smart choices when you share things online.
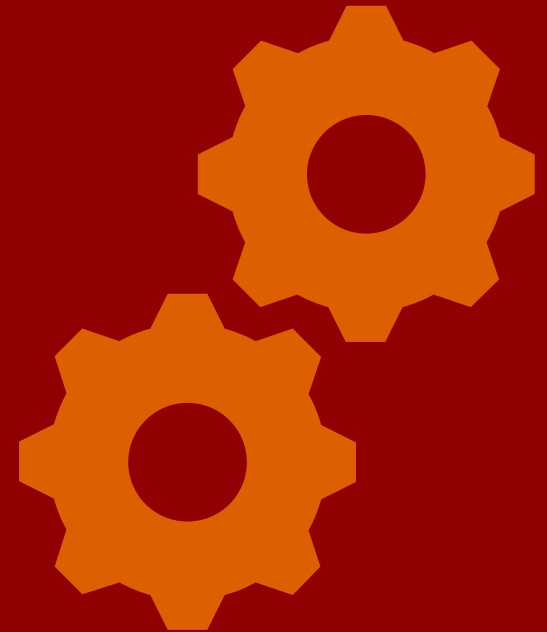
Knowledge check question – online safety and privacy

Which of the following components should you look for in the URL of a webpage, to make sure you're on a secure site?

a) http

b) secure

c) https

d) ssh

Knowledge check question – online safety and privacy

Which of the following components should you look for in the URL of a webpage, to make sure you're on a secure site?

a) http

b) secure

c) **https - Correct! "https" means the webpage is secure.**

d) ssh

Knowledge check question – online safety and privacy

Which of these passwords is the strongest?
a) John@453
b) John500
c) JoHn300
d) 125893

Knowledge check question – online safety and privacy

Which of these passwords is the strongest?

a) **John@453 - Correct! This password contains uppercase, lowercase, special character and numbers.**

b) John500

c) JoHn300

d) 125893

Knowledge check question – online safety and privacy

Your digital footprint is:

a) The size of information in your online accounts.

b) The number of people you're connected to online.

c) A record of everything you do and say online.

d) Your online username.

Knowledge check question – online safety and privacy

Your digital footprint is:

a) The size of information in your online accounts.

b) The number of people you're connected to online.

c) **A record of everything you do and say online. - Correct! Your digital footprint makes it easy to track your actions online.**

d) Your online username.

Knowledge check question – online civility

Which one of these actions is not violating copyrights?

a)   Using someone's images in a book you publish without their permission.

b)   Quoting a paragraph from someone's book and referencing them.

c)   Selling someone's video under your name.

d)   Selling someone's book without a license.

Knowledge check question – online civility

Which one of these actions is not violating copyrights?

a) Using someone's images in a book you publish without their permission.

b) **Quoting a paragraph from someone's book and referencing them - Correct! You observe the copyrights when you cite the owner.**

c) Selling someone's video under your name.

d) Selling someone's book without a license.

Knowledge check question – online civility

Cyberbullying can take place:

a) Only on social media platforms.

b) Only through emails.

c) Only on SMS.

d) On social media platforms and SMS, and through emails.

Knowledge check question – online civility

Cyberbullying can take place:

a) Only on social media platforms.

b) Only through emails.

c) Only on SMS.

d) **On social media platforms and SMS, and through emails. - Correct! Cyberbullying can take place in any type of online communication.**

Demo

Browser security settings.

Female-Specific Online Safety Issues

Understanding and Combating Online Harassment:

- Overview: Women often face unique challenges like cyberstalking, trolling, and doxing.

- How to Protect Yourself: Use strong privacy settings, report abusive behavior, keep evidence of harassment.

- Support Networks: Reach out to organisations and communities that support women facing online harassment.

Strategies for Maintaining Digital Privacy and Security:

- Overview: Women may face specific challenges in maintaining privacy online.

- Tips for Enhanced Privacy: Use pseudonyms, be cautious with personal information, and use VPNs.

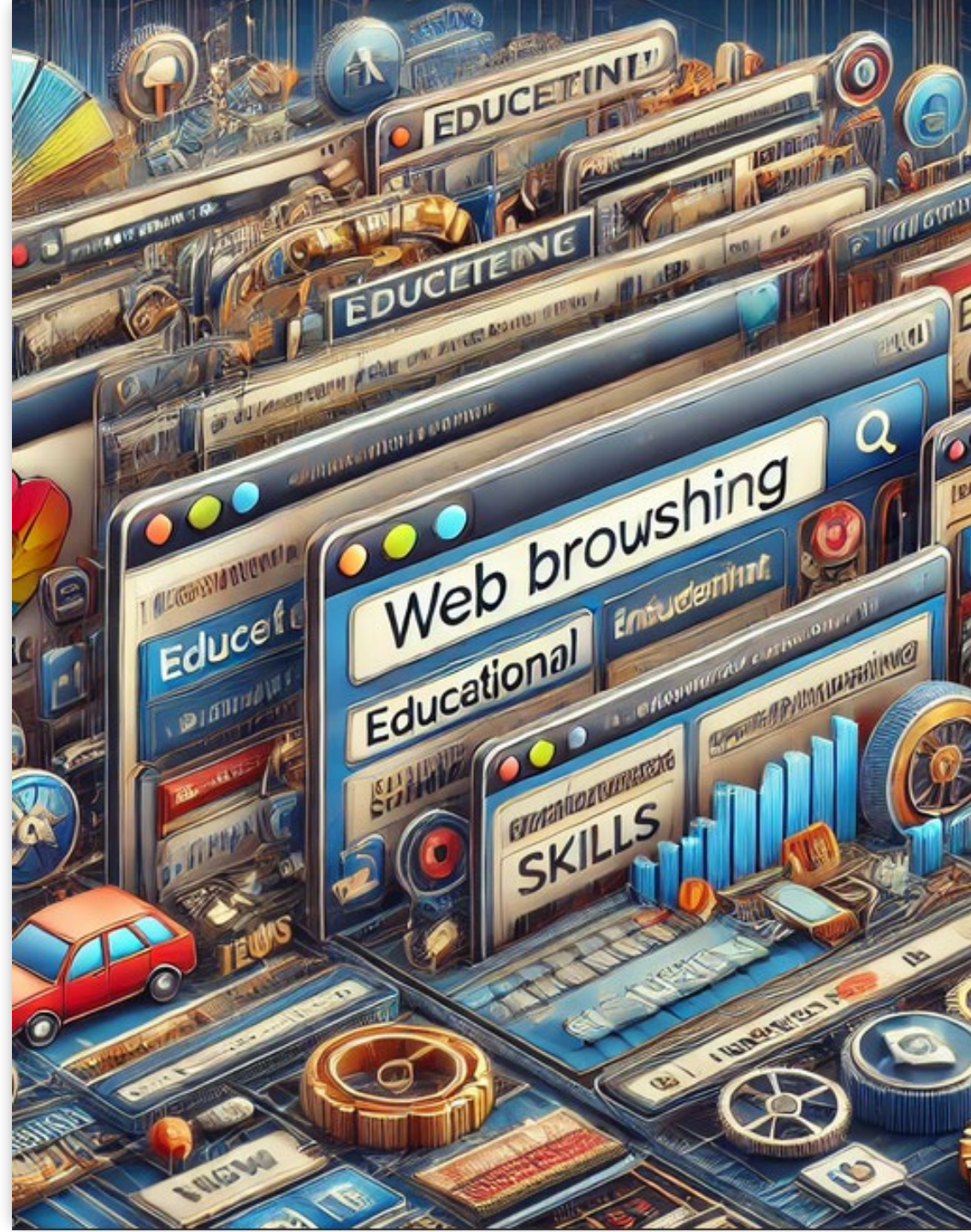**Managing Your Digital Footprint:**

- Overview: Be mindful of how your online presence affects your safety and opportunities.

- How to Manage: Regularly review and clean up your online presence, use privacy settings effectively.

Online Safety and Privacy

- Understanding online safety and privacy helps protect your personal information and maintain your digital well-being.

- Regularly review and update your security practices to create a safer online environment and contribute to a secure digital community.

Maintaining a Professional Online Presence

Building a Positive Digital Identity for Academic and Career Success

- Overview: In today's digital world, your online presence often serves as the first impression to potential employers, colleagues, or academic peers.

- Purpose: This section provides strategies for cultivating a positive and professional online identity, helping you stand out and align with your career goals.

Creating and Maintaining a Professional Profile

Creating a LinkedIn Profile:

LinkedIn is the world's largest professional networking site, essential for connecting with professionals, showcasing skills, and exploring job opportunities.

How to Get Started:

- Profile Picture: Use a professional headshot.

- Headline: Highlight your current role or career aspirations.

- Summary: Write a concise summary of your academic background, skills, and goals.

- Experience: Detail your work experiences, internships, and volunteer activities.

- Education: Include your academic background and relevant projects.

- Skills and Endorsements: Add relevant skills and request endorsements.

- Recommendations: Request recommendations from professors, employers, or colleagues.

Maintaining Your Profile:

Regularly update your profile with new experiences, skills, and accomplishments to reflect your ongoing professional growth.

Being Mindful of Your Tone and Content in Online Academic Discussions

Tone and Professionalism

Why It's Important: Your tone reflects your professionalism and attitude toward learning and collaboration.

How to Implement:

- Respectful Communication: Communicate respectfully, even in disagreements.

- Constructive Feedback: Focus on constructive criticism.

- Language and Grammar: Use proper grammar, punctuation, and spelling.

- Cultural Sensitivity: Use inclusive language and respect diversity.

Being Mindful of Your Tone and Content in Online Academic Discussions

Content Sharing and Participation

The content you share and your participation in discussions contribute to how others perceive you.

How to Implement:

- Relevant Contributions: Share insightful content relevant to your field.

- Thoughtful Participation: Add value with questions, insights, or experiences.

- Avoiding Controversial Topics: Be cautious with controversial topics unless directly related to your field.

Showcasing Your Achievements and Skills Appropriately

Highlighting Your Achievements:

Why It's Important: Demonstrates your competencies and progress in your academic or professional journey.

How to Implement:

- Academic Achievements: Include awards, scholarships, and significant projects.

- Professional Achievements: Mention key accomplishments and leadership roles.

- Certifications and Skills: List certifications and skills relevant to your career.

- Endorsements and Recommendations: Encourage endorsements and recommendations.

Showcasing Your Achievements and Skills Appropriately

Appropriate Presentation:

Why It's Important: Presentation matters as much as content; balance confidence with humility.

How to Implement:

- Concise Descriptions: Be concise and focus on impact.

- Avoid Overstatements: Be honest about your accomplishments.

- Visual Aids: Use visuals to make your profile engaging.

Showcasing Your Achievements and Skills Appropriately

Regular Updates:

Why It's Important: Reflects continuous growth and ensures relevant information is available.

How to Implement:

- Schedule Regular Check-ins: Review and update your profile regularly.

- Monitor Engagement: Adjust your profile based on what resonates with your audience.

Maintaining a Professional Online Presence

- Maintaining a professional online presence is crucial for academic and career success.

- By curating your profiles, engaging professionally, and showcasing achievements, you can build a positive digital identity that supports your aspirations.

Demo

View a professional LinkedIn profile.

Web Browsing Essentials

Enhancing Your Online Research and Safety Skills

- Overview: Web browsing is a crucial skill in the digital age. This section covers fundamental aspects, including search techniques, evaluating sources, organising information, and practising safe browsing.

What Is a Search Engine?

A search engine is a tool that helps you find information on the internet by entering keywords or phrases.
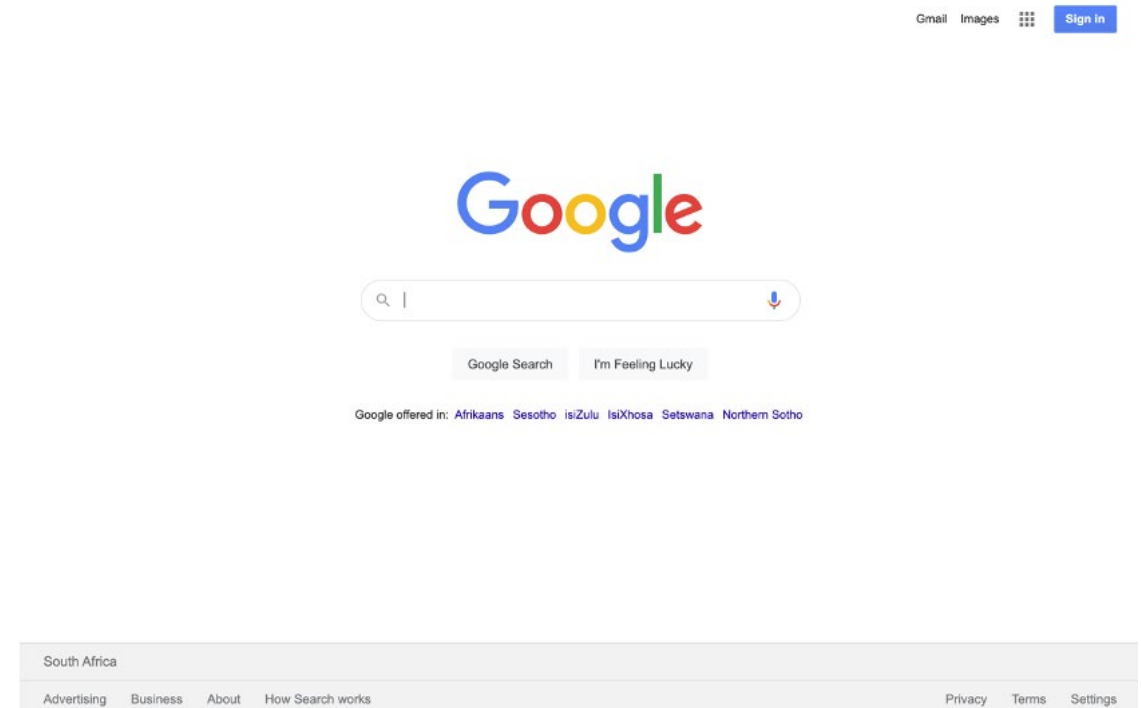
How It Works:

Search engines use algorithms to rank and retrieve relevant web pages based on your query.

Importance:

Understanding search engines is key for finding accurate, reliable information quickly.

Popular Search Engines:

- Google
- Bing
- DuckDuckGo

Effective Search Techniques

Keywords:

- Definition: Specific words or phrases that describe the main ideas of your search.

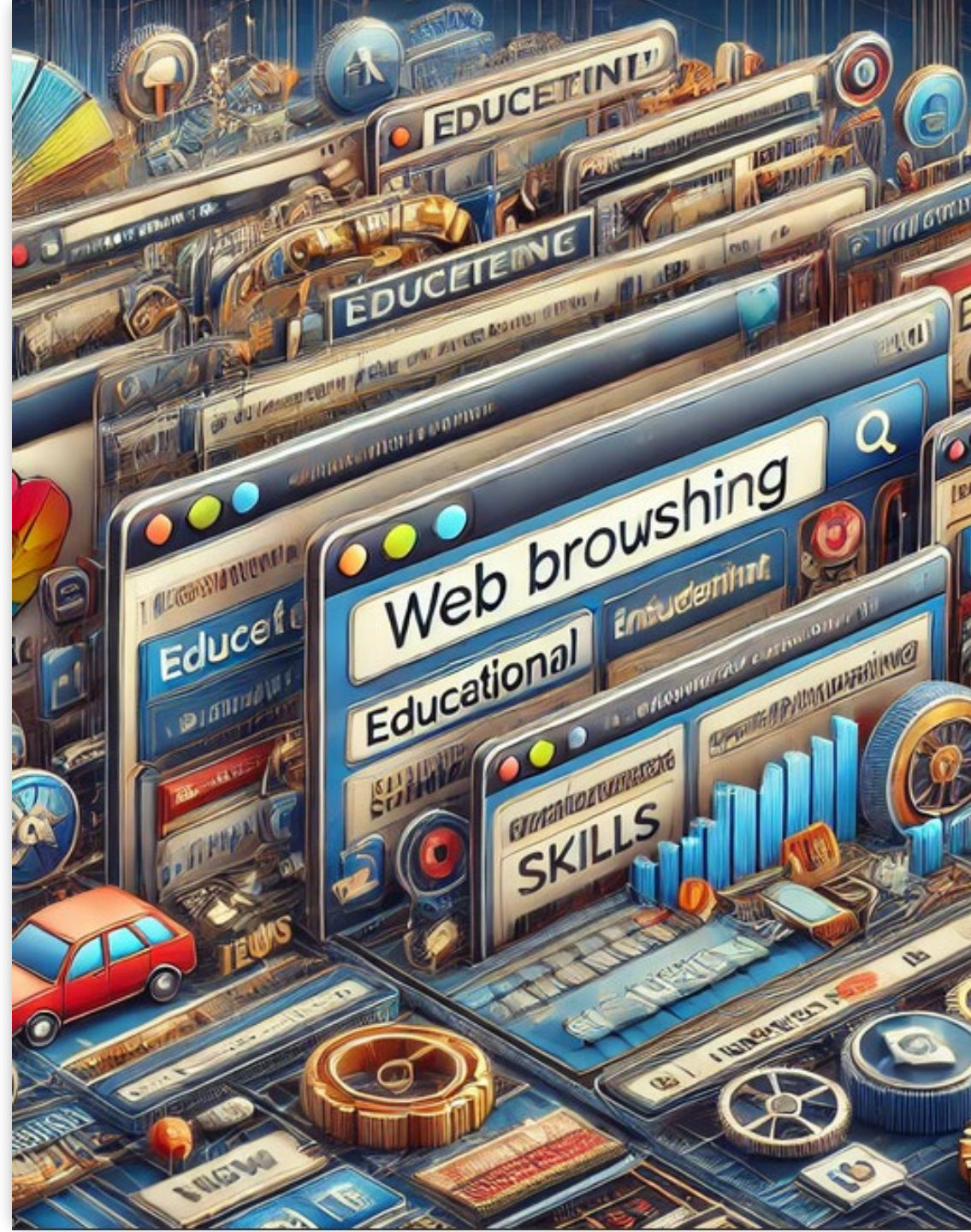- How to Use: Start with broad terms and refine as needed.

Quotation Marks:

- Purpose: Search for exact phrases by enclosing them in quotation marks.

Boolean Operators:

AND, OR, NOT: Combine or exclude keywords to narrow or broaden your search.

Advanced Search:

Definition: Refine results using filters like date, region, file type, etc.

Demo

Search techniques.

Evaluating Online Sources

Authority: Refers to the credibility of the author or publisher.

How to Evaluate: Check credentials and publication reputation.

Accuracy: The correctness and reliability of the information.

How to Evaluate: Cross-check with other credible sources.

Objectivity: Whether the information is presented without bias.

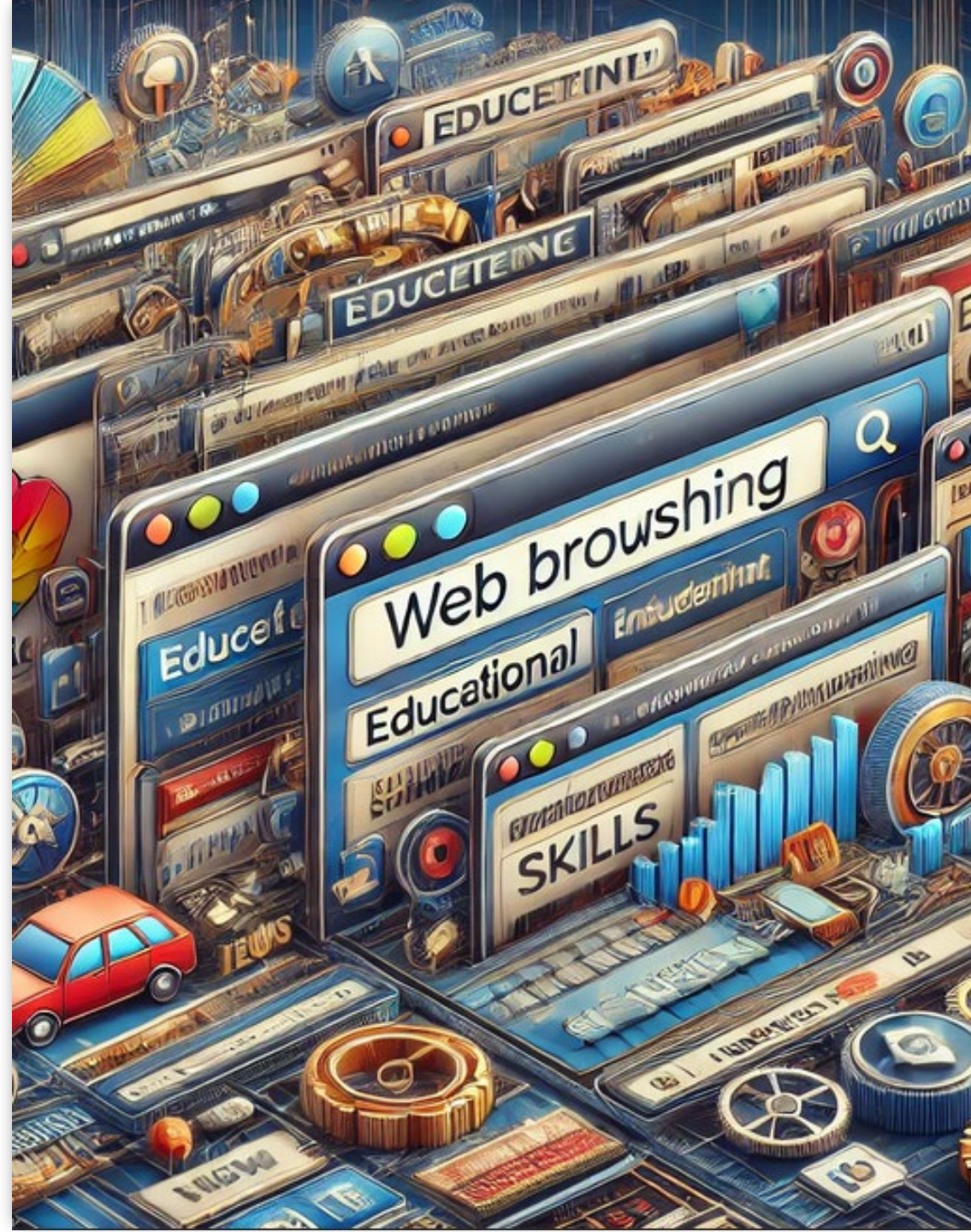How to Evaluate: Look for balanced views and avoid emotionally charged language.

Currency: Refers to the timeliness of the information.

How to Evaluate: Check the publication date and updates.

Coverage: How thoroughly the topic is explored.

How to Evaluate: Look for comprehensive analysis and examples.

Bookmarking and Organising Information

Browser Bookmarks:

- Definition: Save and access important web pages by storing URLs.

- How to Use: Organise bookmarks into folders based on subjects or projects.

Bookmark Folders:
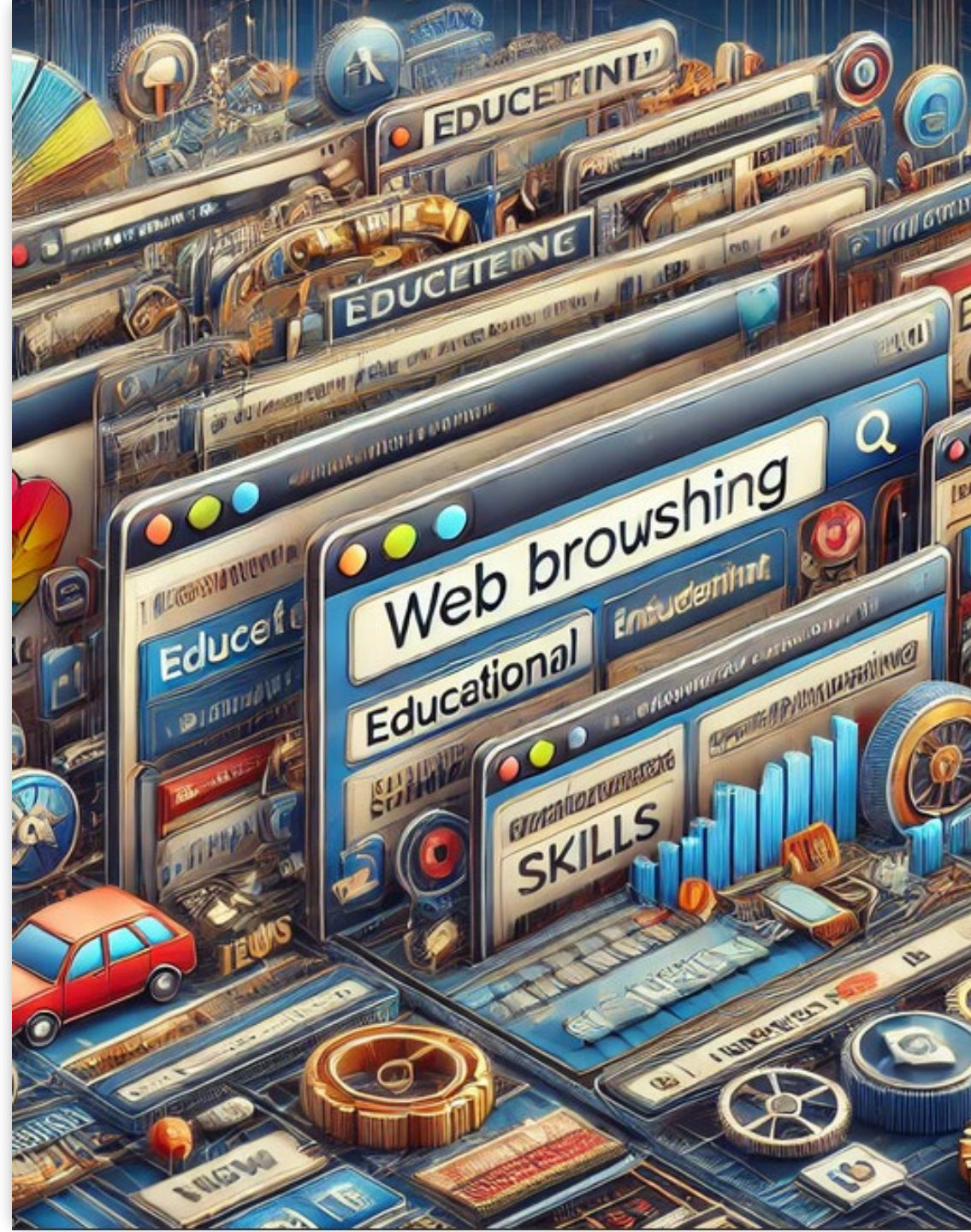
- Definition: Categorise bookmarks to keep them organised.

Note-Taking Apps:

- Examples: Evernote, OneNote, Google Keep.

- How to Use: Save and organise snippets of information, links, and notes.

Reference Management Tools:

- Examples: Zotero, Mendeley, EndNote.

- How to Use: Organise academic sources, create bibliographies, track citations.

Efficient Reading Online

Browser Reading Modes:

- Definition: Simplify web pages by removing distractions.

Adjust Text Size and Contrast:

- Importance: Reduces eye strain and improves comfort.
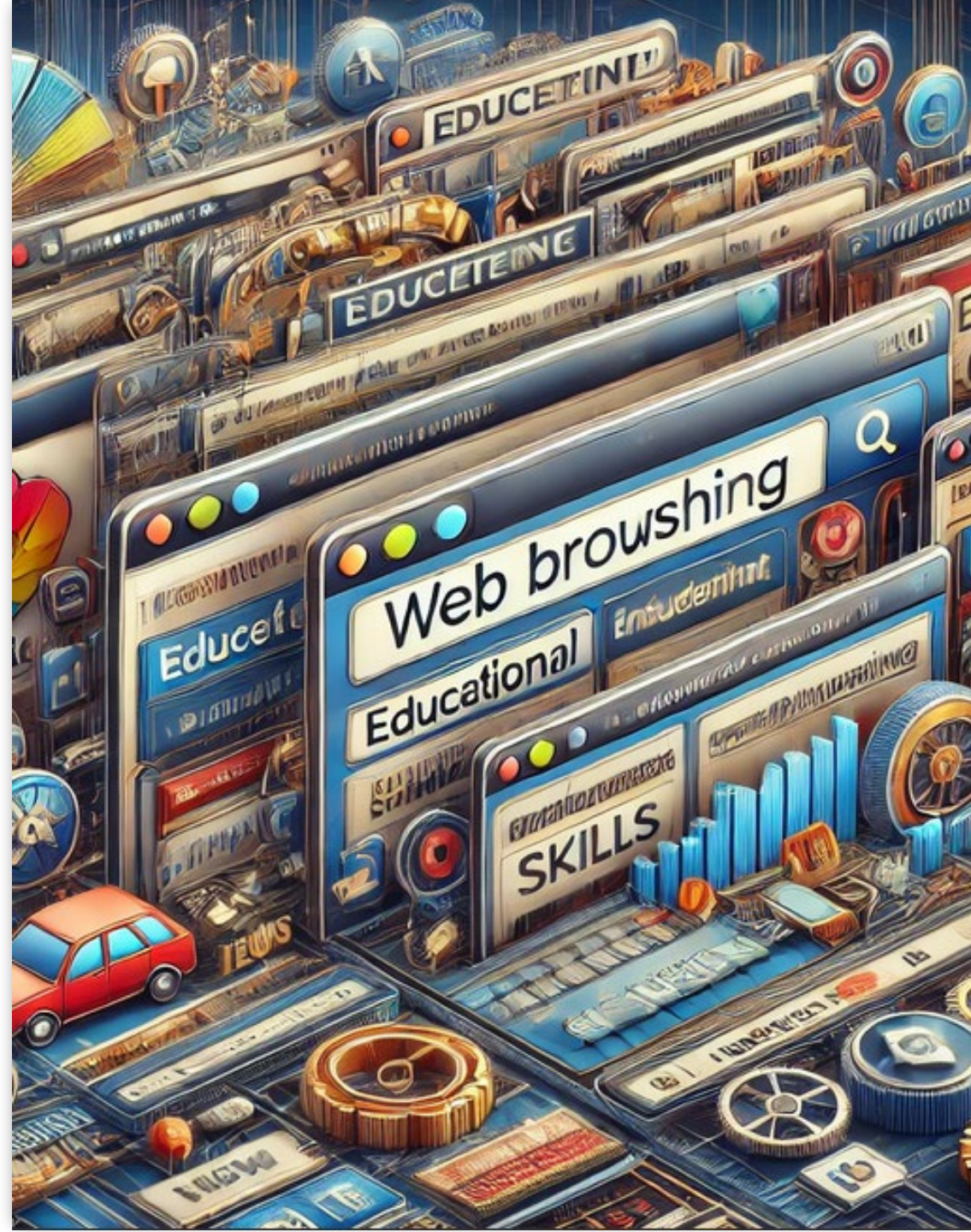
Text-to-Speech Tools:

- Definition: Read web content aloud, useful for auditory learning.

Active Reading Techniques:

- Definition: Engage with text by highlighting, summarising, and questioning.
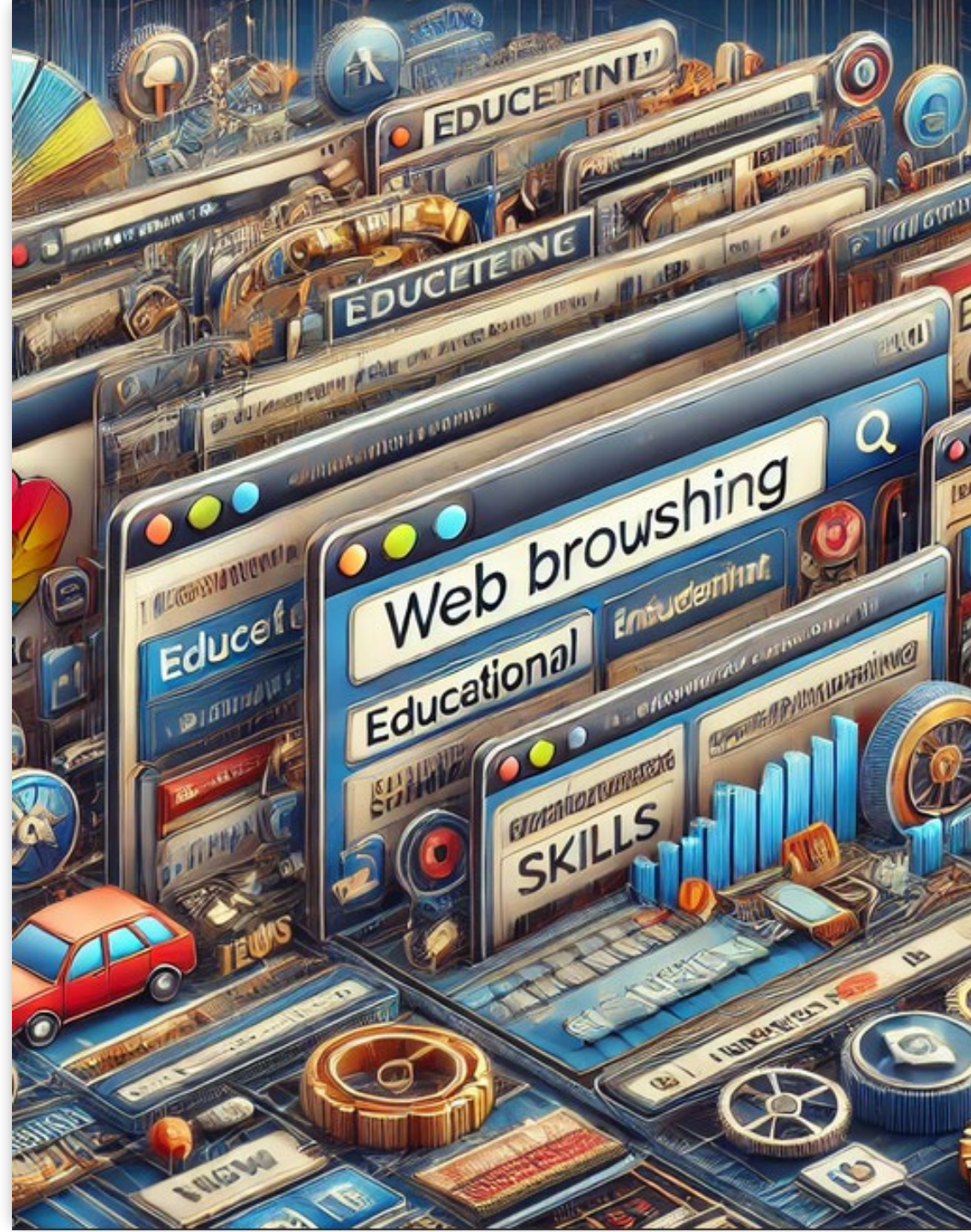
Regular Breaks:

- Importance: Reduces eye strain using the 20-20-20 rule.

Web Browsing Essentials

- Mastering web browsing essentials enhances your ability to find, evaluate, and organise information online efficiently.

- These skills are essential for academic success and navigating the digital world safely and effectively.

Activity

Visit https://bit.ly/unisadl7

or scan the QR code below:

Identifying and Accessing Resources Online

Leveraging Educational Platforms and Support Organisations for Success

- Overview: Accessing the right resources is essential for developing skills, gaining knowledge, and advancing in your academic and professional journey. This section explores educational platforms, support organisations, and university resources to help you succeed.

Identifying and Accessing Online Resources

Accessing quality resources is crucial for academic success and professional growth.

Focus Areas:

- Educational Platforms
- Support Organisations
- University Resources

Examples of Educational Platforms

Unisa ADOVH Learning Platform:

Provides MOOCs and resources on various academic topics, including digital learning and skills.

Khan Academy:

Offers free courses on subjects like mathematics, science, and computing with interactive lessons and progress tracking.

YouTube:

Overview: A non-traditional learning platform offering a wide range of digital skills learning videos.

Support Organisations

Unisa Digital Skills Community:

A community within Microsoft Engage to form a support group and share resources.

Girls Who Code:

Overview: A nonprofit dedicated to closing the gender gap in technology through coding clubs and programs.

Women Who Tech:

Overview: Supports women in technology and startups with visibility, funding, and support.

University Resources

Digital Skills Workshops:

Workshops on technology topics, led by staff or industry experts, providing hands-on learning.

Computer Labs:

Labs equipped with high-performance computers and specialised software for projects.

Digital Learning Advisors:

Staff available to assist with digital skills and navigating Unisa's platforms.

Library Online Catalogue:

Access to a vast collection of books, journals, and online databases essential for research and learning.

Demo

Accessing Unisa student support
services from myUnisa

Identifying and Accessing Resources Online

- Identifying and utilising online resources enhances your learning experience and supports your academic and career goals.

- Engaging with educational platforms, support organisations, and university resources will help you build a strong foundation for success in the digital world.

Activity

Visit https://bit.ly/unisadl6

or scan the QR code below:

Post-Assessment

Please complete the post-assessment at:

https://bit.ly/4cJ7aRE

Next Steps

What to do:

- Participate in the community

- Complete the activities

Upcoming Programme Resources

- Productivity Tools

- Advanced Skills

Upcoming Programmes

- AI Masterclass

- Mobile Learning Masterclass

Industry

- Speakers from industry

- Microsoft Certified Courses

Conclusion: Navigating the Web and Building a Professional Online Presence

Key Takeaways:

- Navigate the internet more effectively.

- Conduct research with advanced search techniques.

- Organise and evaluate online information.

Continual Development:

- Keep refining your web browsing and online presence skills.

- Stay updated with new tools and strategies in the digital world.

- Focus on long-term success, especially in technology-related fields.

Encouragement:

- Stay curious and keep learning.

- Be mindful of your digital identity.

- Engage with the online world confidently and responsibly.

Workshop Evaluation

Please complete the evaluation at:

https://bit.ly/3T7WC7Q

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