

Basic Digital **SAFETY**

BUSINESS SKILLS FOR THE WORK PLACE

DIGITAL SAFETY

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SOCIAL MEDIA SAFETY

MAKE SURE TO READ THROUGH CAREFULLY BEFORE CLICKING ON ANY THING, PERSONALIZING PRIVACY SETTING ALSO HELPS CONTROL WHAT INFORMATION IS BEING SHARED.

HAVING A SECURE INTERNET CONNECTION ENSURE TO USE WEB PAGES THAT CAN BE TRUSTED



ONLINE SCAMS, VIRUS AND HACKING

NEVER PROVIDE PERSONAL INFORMATION, CREDIT CARD DETAILS OR ONLINE ACCOUNT DETAILS TO ANYONE YOU DO NOT KNOW OR TRUST AND DO NOT CLICK LINKS OR OPEN ATTACHMENTS YOU ARE UNSURE OF.

INTERNET SAFETY

WHEN USING PUBLIC WI-FI, AVOID CARRYING OUT PERSONAL TRANSACTIONS THAT USE SENSITIVE DATA, SUCH AS ONLINE BANKING OR ONLINE SHOPPING, ALSO USE STRONG PASSWORDS AND AVOID USING YOUR DATE OF BIRTH .



SOFTWARE UPDATES

SOFTWARE UPDATES ARE VERY IMPORTANT FOR MAINTAINING THE SECURITY AND PERFORMANCE OF YOUR DEVICES. THEY CAN PROTECT YOU FROM CYBER THREATS, IMPROVE YOUR USER EXPERIENCE, AND ENSURE COMPATIBILITY WITH OTHER SOFTWARE. CHECKING FOR UPDATES ALSO HELP WHEN YOUR DEVICE IS SLOW OR ISN'T WORKING AS NORMAL

