

Workshop on Responsible Digital Relationships



In today's digital world, understanding how to use and manage technology is essential for students. Here is a guide that covers important aspects of digital literacy and safety, which will help you make informed decisions and develop good habits.

Digital devices come in various forms, each with specific features. For example, a tablet is known for its touchscreen interface, making it user-friendly for activities like reading, gaming, and browsing the web. However, when you need to write a long essay, a desktop computer is the most suitable choice due to its comfortable keyboard and processing power.

Connecting to the Internet safely is crucial. Always use a secure home network instead of public Wi-Fi to protect your data. To reduce the environmental impact of digital devices, remember to recycle old devices properly and avoid using disposable batteries or frequently upgrading to the latest models.

Good habits can safeguard your digital devices. Regularly updating your software ensures that you have the latest security features. Avoid sharing passwords and using the same password for all accounts. Instead, create strong passwords, which are a mix of letters, numbers, and symbols.

When researching online, ensure the information is reliable by checking the date

and author. To identify fake news, look out for spelling and grammar mistakes and verify information before sharing it. When sharing content online, verify its accuracy to prevent spreading misinformation.

Respecting copyright laws is important. Always give credit to the original creators of content you use and avoid downloading unauthorized content. Your digital footprint is the trail of information you leave online. It can influence your reputation and future opportunities, so manage it carefully. Present yourself positively and honestly online and avoid sharing personal information like your home address. Your digital image is how others perceive you, so it's important to handle it responsibly.

Social media platforms allow users to connect and share content. Always use kind and supportive language to foster respectful online relationships. Digital interactions offer benefits such as connecting with people worldwide and finding educational resources easily.

If you encounter cyberbullying, report it to a trusted adult or authority instead of ignoring it or responding with similar behaviour. Taking action can help protect you and others from harm. To prevent excessive use of digital devices, take regular breaks from screen time. This helps maintain a healthy balance and reduces the risk of digital fatigue.

In group discussions, show empathy by listening carefully and acknowledging others' ideas. This creates an inclusive and respectful environment where everyone feels valued. By understanding and implementing these practices, you can use technology effectively and responsibly. From identifying the best devices for your needs to protecting your personal information and fostering positive online interactions, these skills will help you navigate the digital world safely and confidently.

Glossary

English	Spanish
acknowledge	reconocer
aspects	aspectos
author	autor
authority	autoridad
balance	equilibrio
browsing	navegar
comfortable	cómodo
connecting	conectarse
copyright	derechos de autor
creators	creadores
credit	crédito
cyberbullying	ciberacoso
data	datos
decisions	decisiones
desktop	de escritorio
devices	dispositivos
digital fatigue	fatiga digital
digital footprint	huella digital
digital image	imagen digital
disposable	desechables
empathy	empatía
environment	entorno
environmental	ambiental
essay	ensayo
essential	esencial
excessive use	uso excesivo
fake news	noticias falsas
features	características
forms	formas
gaming	juegos
grammar	gramática
guide	guía
habits	hábitos
home address	dirección de casa
inclusive	inclusivo
information	información
internet	internet
keyboard	teclado
kind	amable
latest	más recientes
letters	letras
literacy	alfabetización
misinformation	desinformación
network	red

numbers	números
opportunity	oportunidad
password	contraseña
perceive	percibir
processing	procesamiento
properly	adecuadamente
public Wi-Fi	Wi-Fi público
reading	lectura
recycle	reciclar
relationships	relaciones
reliable	confiable
reputation	reputación
researching	investigar
respecting	respetar
responsible	responsable
safeguard	proteger
safely	de manera segura
safety	seguridad
secure	seguro
sharing	compartir
social media	redes sociales
software	software
spelling	ortografía
students	estudiantes
supportive	solidario
symbols	símbolos
tablet	tableta
technology	tecnología
touchscreen	pantalla táctil
trusted	de confianza
unauthorized	no autorizado
understanding	comprensión
updating	actualizar
upgrading	actualizar
user-friendly	fácil de usar
verify	verificar
web	web
world	mundo