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Freeware: software that does not cost money to download and use but may require payments for certain features

Shareware: free to use for a certain period of time, a payment is required for using the software for longer

Creative commons: you can use the software or media as you like with limited rules

Open-source: software for which the source code is available to all users in the internet for viewing or editing

Professionalism: being capable and following all rules and codes of conduct

Digital inclusion: having digital devices and access to the internet

**an you minimize the effects of computers on the environment?**

1. Use more energy efficient devices
2. Turn off your devices when you do not need them
3. Recycle materials or devices to reduce e-waste

Privacy: the knowing of personal data

To improve privacy:

1. Use trust-worthy applications to prevent malware such as trojans and viruses
2. Read the terms and conditions to make sure apps respect privacy

To prevent phishing attacks:

1. Don’t open emails from unknown sources
2. Don’t click on links which take you to a different page than expected and ask for personal details like passwords

To prevent shoulder-surfing:

1. Use privacy screens
2. Be aware of who is around you

To improve physical security:

1. Keep your device in a locked room
2. Use passwords
3. Do not leave your device unattended
4. Store servers in fireproof housing
5. Back up and format your storage device before discarding them