

# 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            |