Contents

[Precautions 2](#_Toc99457752)

[*Guidelines* 2](#_Toc99457753)

[Netiquette 2](#_Toc99457754)

[Health & Safety 2](#_Toc99457755)

[Security 2](#_Toc99457756)

[Malware 2](#_Toc99457757)

[viruses 2](#_Toc99457758)

**3-1.1**

# Precautions

When I access the internet, I try to be diligent with my anonymity, and try not to portray personal information about myself.

## *Guidelines*

Communications between myself and other contacts when using collaborative technologies, such as;

* Microsoft Teams
* Zoom
* Adobe Connect
* Outlook
* Messenger
* Facebook
* Twitter
* WhatsApp

There are guidelines for online safety, keeping yourself anonymous by using a username, and **not your full name, age, date of birth, passwords,** reminding you not to share sensitive information regarding yourself whilst using these applications. Even be aware of your web browsing, hackers can trace your online activity[history], and establish your interest and build a profile of information about you, that they can use to intimidate you and gain your confidence with the intention in subtracting personal data about you, that they can use to access your privacy and even financial accounts.

## Netiquette (kj, 2022)

The correct way to use the internet,

* Ensure you use your **username** to identify yourself
* Imagine you are face to face, and your content you write or speak should reflect that
* Review your work, interpret it objectively
* Use emoticons to ensure your vocabulary is understood without giving personal content
* Respect another person’s privacy
* Do not forward spam, containing your political/spiritual beliefs or try selling your services
* Remember if it’s on the internet its everywhere
* Follow the rules of conduct -*being on-line*

# Health & Safety

## Security

It is wise to purchase a security application, to protect your computer and files from hackers and viruses, that will damage your machine and read and corrupt your files. I use McAfee security to safeguard myself from online attack, the system runs regular security scans to check if my computer has been affected by cookies and trackers and uses a firewall to protect my system.

## Malware

I run a regular anti malware application, to ensure my system is kept clean of intrusive viruses, able to steal information from my files and disrupt the machine running effectively.

## Viruses

My security, application runs a virus check on all my downloads before the data has been written to the hard drive.

# Bibliography

kj. (2022, March 29). *Netiquette in online education*. Retrieved from UTEP CONNECT: https://www.utep.edu/extendeduniversity/utepconnect/blog/october-2017/10-rules-of-netiquette-for-students.html