



MODULE 1 -Introduction to C.A.P & Introduction to Cyber Space

Sailaja Vadlamudi

CLASS 1 – 45 MINS

Introduction to CAP /Objective
Why Need of CAP platform
Oath for becoming Council Member
What is Cyber Space
Basic Rules Digital Citizenship & Netiquettes
Creation of Online Email Group/ WhatsApp Group of Members
How to Use Google DOCS, Sheets, Forms, Meet
Extensions and Addons
Digital Assistants – Siri, Hello Google ,Alexa,

ఉపయోగకరమైన సైబర్ స్పేస్

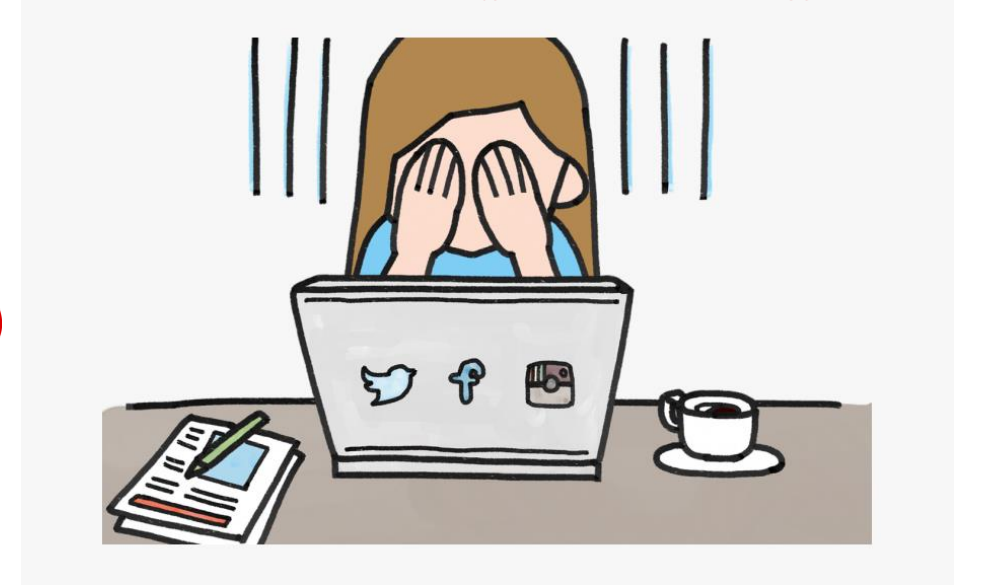
డిజిటల్ టూల్స్ అనేవి మనకి ఉపయోగపడే అద్భుతమైన పరికరాలు.

- కొత్త ప్రావీణ్యం గానీ, నైపుణ్యం గానీ నేర్చుకోవడానికి
- ఎక్కడో దూరంగా ఉన్న వాళ్ళతో ఆడటానికి గానీ
- మనకి నచ్చిన సంగీతాన్ని వింటూ ఆస్వాదించడానికి గానీ
- మన భావాలను ఒకరితో పంచుకోవడానికి గానీ
- ముద్దుగా ఉండే కుక్కపిల్లల ఫోటోలు పంచుకోవడానికి గానీ
- అమ్మమ్మ, నానమ్మ, తాతయ్యల కు మందులు కొనివ్వడానికి గానీ ఉపయోగపడుతుంది



“నా ఫోటోలను ఎవరో తప్పుగా వాడుతున్నారు”

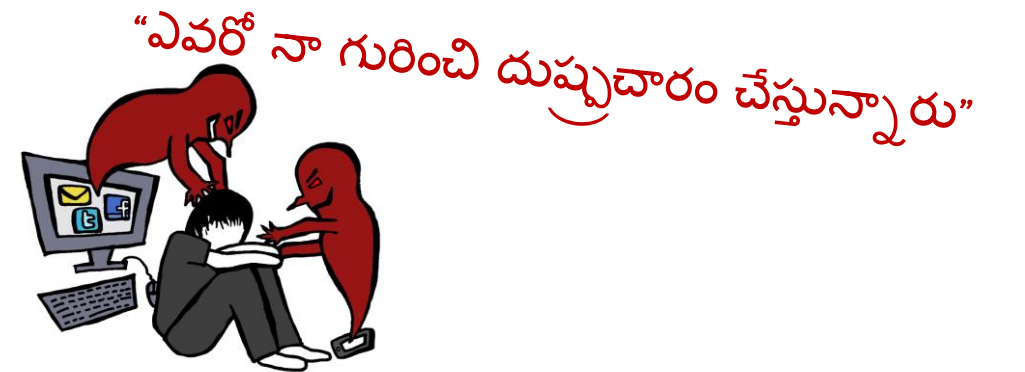
సేఫ్ సైబర్ స్పేస్ ?



ఒక వస్తువుని చెడు కోసం
ఉపయోగిస్తారు కొంత మంది!



“ఎవరో నన్ను బెదిరిస్తూ సందేశాలు పంపిస్తున్నారు”



“ఎవరో నా గురించి దుష్ప్రచారం చేస్తున్నారు”

మీరు ఇవన్నీ నేర్చుకుంటారు -

మరియాద

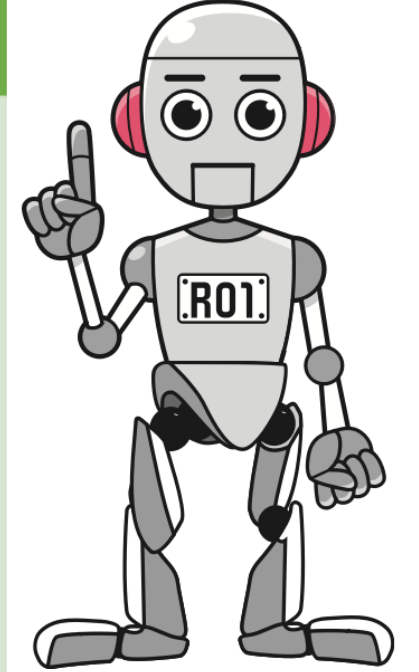
- మనల్ని మనం గౌరవించుకోవడం మరియు ఇతరులని గౌరవించడం

అవగాహన

- మనం నేర్చుకుంటూ వేరే వాళ్ళకు కూడా తెలియచెప్పటం

రక్షణ కల్పించడం

- మనల్ని, మరొకరిని రక్షించుకోవడం



నేర్చుకోండి - పంచండి - మళ్ళీ మళ్ళీ అదే చేస్తూ ఉండండి

ఈ ప్రాజెక్టులో పాల్గొన్న *సైబర్ ఎంబాసిడర్స్* - అంటే మీరు:
తాము నేర్చుకున్న విషయాలను తమ తమ స్నేహితులతో, ఇరుగు
పొరుగు వారితో, చట్టాలతో పంచుకుంటారు

ఎప్పటికప్పుడు మీకు జరిగే చర్చలకు హాజరు అయ్యి మీరు పొందిన
జ్ఞానాన్ని, మీరు కొత్తగా తెలుసుకున్న విషయాలను, చేదించిన సైబర్
క్రేసులను మరియు మీ అనుభవాలను పంచుకోవాలి.

గుర్తు పెట్టుకోండి:

మీరు మీ జీవితాంతం ఒక సైబర్ ఎంబాసిడర్ లాగానే బాధ్యతతో ఉండాలి!



సైబర్ రాయబారి

OATH FOR BECOMING A CYBER AMASSADOR

Sailaja అనే నేను, తల్లితండ్రులకు తెలిసేలా వారి ఆమోదాన్ని, మరియు ప్రజా చట్టాలను గౌరవిస్తూ, ఇంటర్నెట్ నియమాలను ఎల్లప్పుడూ తీసుకొనిపోతాను అని, నా తల్లితండ్రులకు కానీ నా సంరక్షకులకు కానీ తెలియకుండా, నాకు ఆన్లైన్లో పరిచయమైన వారిని నేను కలవను అని, మరియు నేను నేర్చుకున్న నియమాలను నా స్నేహితులు మరియు కుటుంబ సభ్యులకు నేను గైడ్ చేస్తూ మద్దతు ఇస్తాను అని సైబర్ అంబాసిడర్ గా ప్రతిజ్ఞ చేస్తున్నాను

DIGITAL CITIZENSHIP:

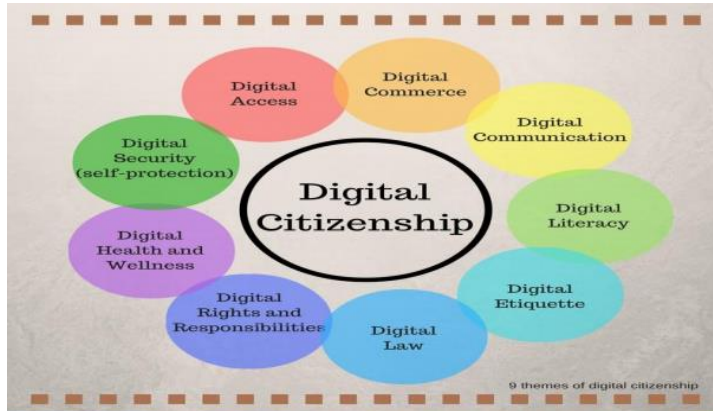


Digital citizenship can be defined as the **responsible behavior** for the technological use or the norms one should follow online. Empowering an active and **ethical digital generation** means equipping children to actively, positively and responsibly engage in society, whether this takes place on or offline.

DIGITAL CITIZENSHIP

Digital citizenship involves:

1. competent and positive engagement with digital technology (access and skills)
2. active and responsible participation (empowerment and etiquette)
3. lifelong learning in formal, non-formal and informal contexts (including risk management and resilience).
4. As engaging with digital technologies comes with risks, children must be empowered with the tools and information needed to navigate digital environments in an ethical and responsible way. This includes knowing how to identify, anticipate and react effectively to risks, for example cyberbullying and threats to security and privacy.
5. One should be aware about the nine elements of the digital citizenship:



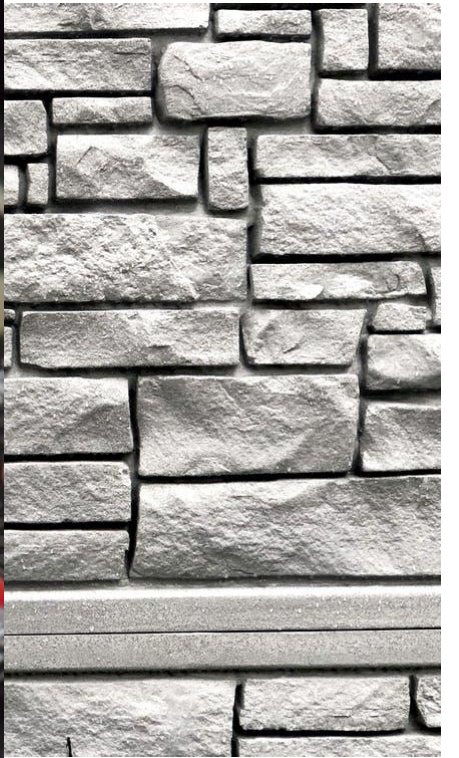
Netiquettes-



Netiquette refers to acceptable behavior in digital environments. Fostering netiquette is an important policy goal and an essential component of digital literacy and citizenship. Examples of some positive and negative behaviors in which children may engage in digital environments include:



Mischief accounts	Trolling
These accounts on social platforms collectively managed by youth; they can act as fora to discuss complex social and political topics, and to intervene in cases of bullying, for example. However, they can also have a negative use e.g., to spread misinformation or share “cringeworthy” content.	Causing disruption or triggering conflict in digital environments for one’s own amusement. Internet trolls, often under the guise of anonymity, write controversial comments to get a rise out of other users.









before you



think

t = is it **true**?

h = is it **helpful**?

i = is it **inspiring**?

n = is it **necessary**?

k = is it **kind**?





CREATION OF GROUPS ON VARIOUS PLATFORMS

1. GMAIL:



- Visit Google Contacts: You can find Google Contacts in the middle of the bottom row of your Google Apps tab.
- Click “Contacts”, “Frequently contacted”, or “Directory”:
 - It’s likely you won’t have contacts saved in Google Contacts, but you can still access the email addresses of people you frequently interact with by clicking “Frequently contacted” or everyone who currently works at your company by clicking “Directory” in the left side bar.
- Select the contacts you want to include in your group.
- Choose the “Label” icon and press “Create Label”.
- Name your label and type your group’s name in the recipients box to send an email to your group.

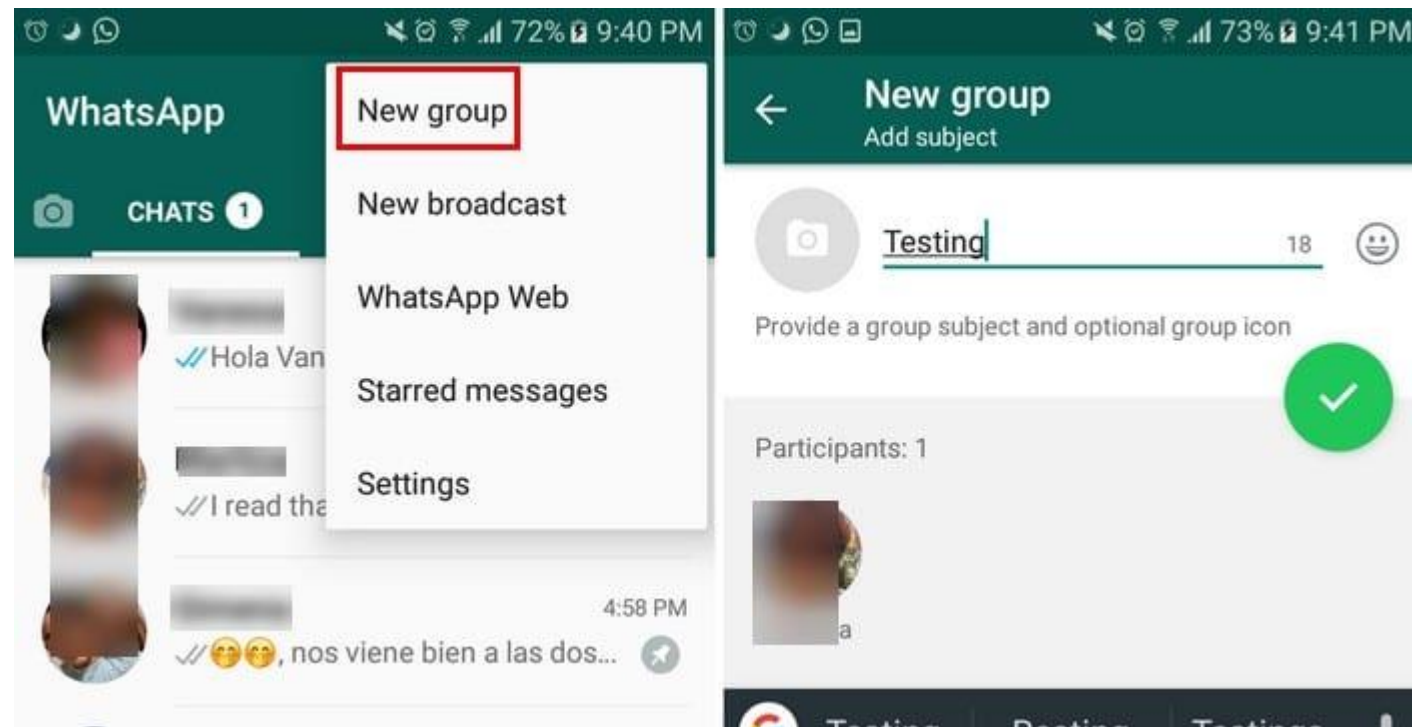
C. CREATION OF GROUPS ON VARIOUS PLATFORMS:

WHATSAPP: ANDROID :



1. Open the application and tap on the chat's tab.
2. Tap on the three dots that appear on the top right corner. Doing so will prompt a menu.
3. Tap on the new group option which will prompt you to select members for your new group.
4. Tap on the contact's name to add them to group.
5. You cannot add people who aren't currently in your contacts.
6. Tap the "OK" button in the top right corner of your screen when you're ready to continue
7. You can also add a group name according to your choice. The field is available at the top of the screen.
8. You can add a display picture for your group. You can do this by tapping the empty box next to the group name, then selecting a photo from your photo library.

C. CREATION OF GROUPS ON VARIOUS PLATFORMS:



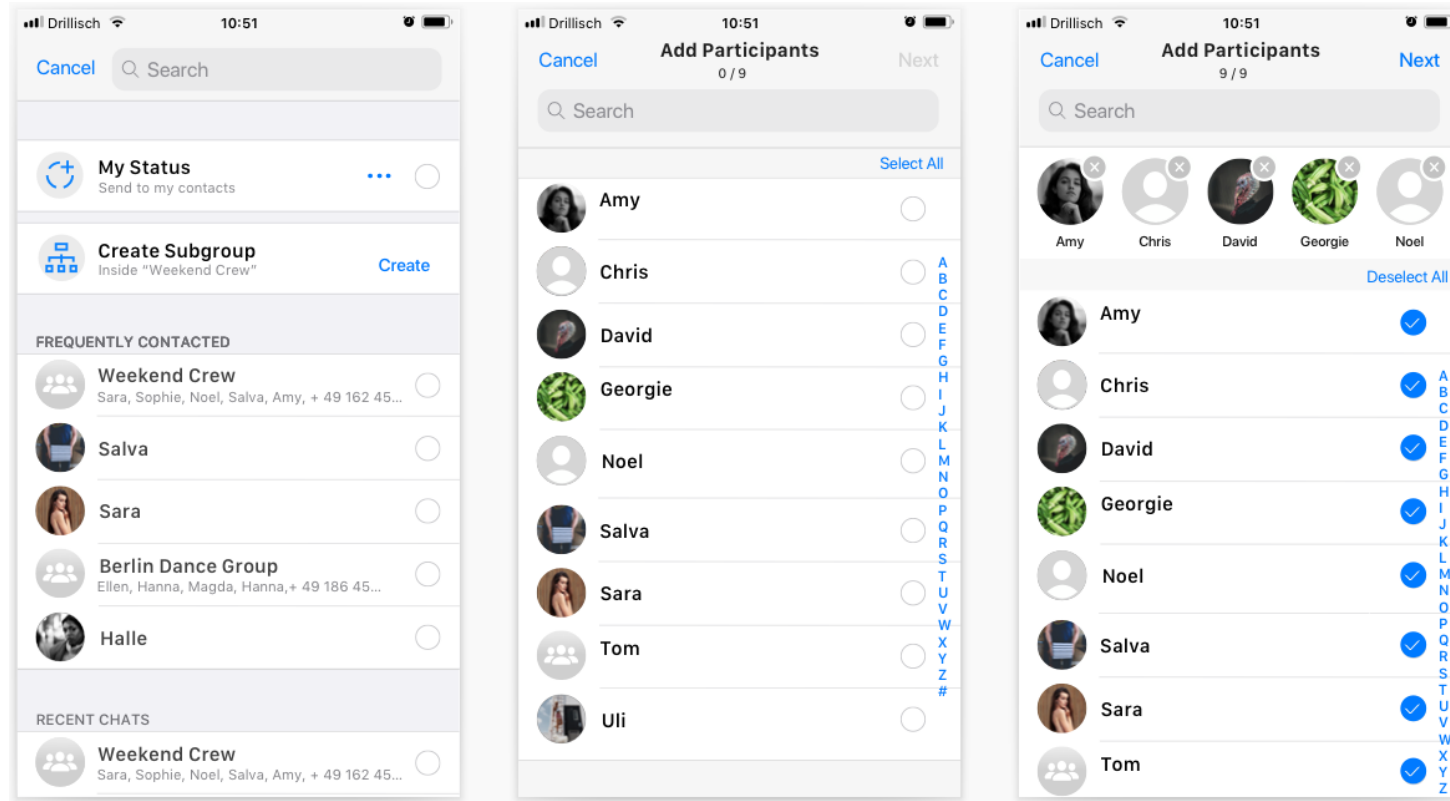
C. CREATION OF GROUPS ON VARIOUS PLATFORMS:

WHATSAPP: IPHONE



1. Open the application and tap on the chat's tab. This is in the toolbar at the bottom of the screen.
2. Tap on the new group option. This should be in the top right corner of the Chats menu.
3. You will need to have at least one chat in your Chats menu before you can create a group; if you've only just installed WhatsApp, simply send a one-word chat to a contact in order to activate the "New Group" option.
4. Tap on the contact's name to add them to the group. You can do this with up to 256 people; the name and icon of each person you add will show up at the top of your screen as you add contacts.
5. Tap "Next" in the top right corner of your screen. This will take you to the "New Group" creation page.
6. Add a "Group Subject" to name the group (25 character maximum).
7. Add a photo by tapping the camera icon on the left of the Group Subject field.
8. Delete participants from the group before you officially form it. Tap on create and you have officially created a WhatsApp group.

C. CREATION OF GROUPS ON VARIOUS PLATFORMS:



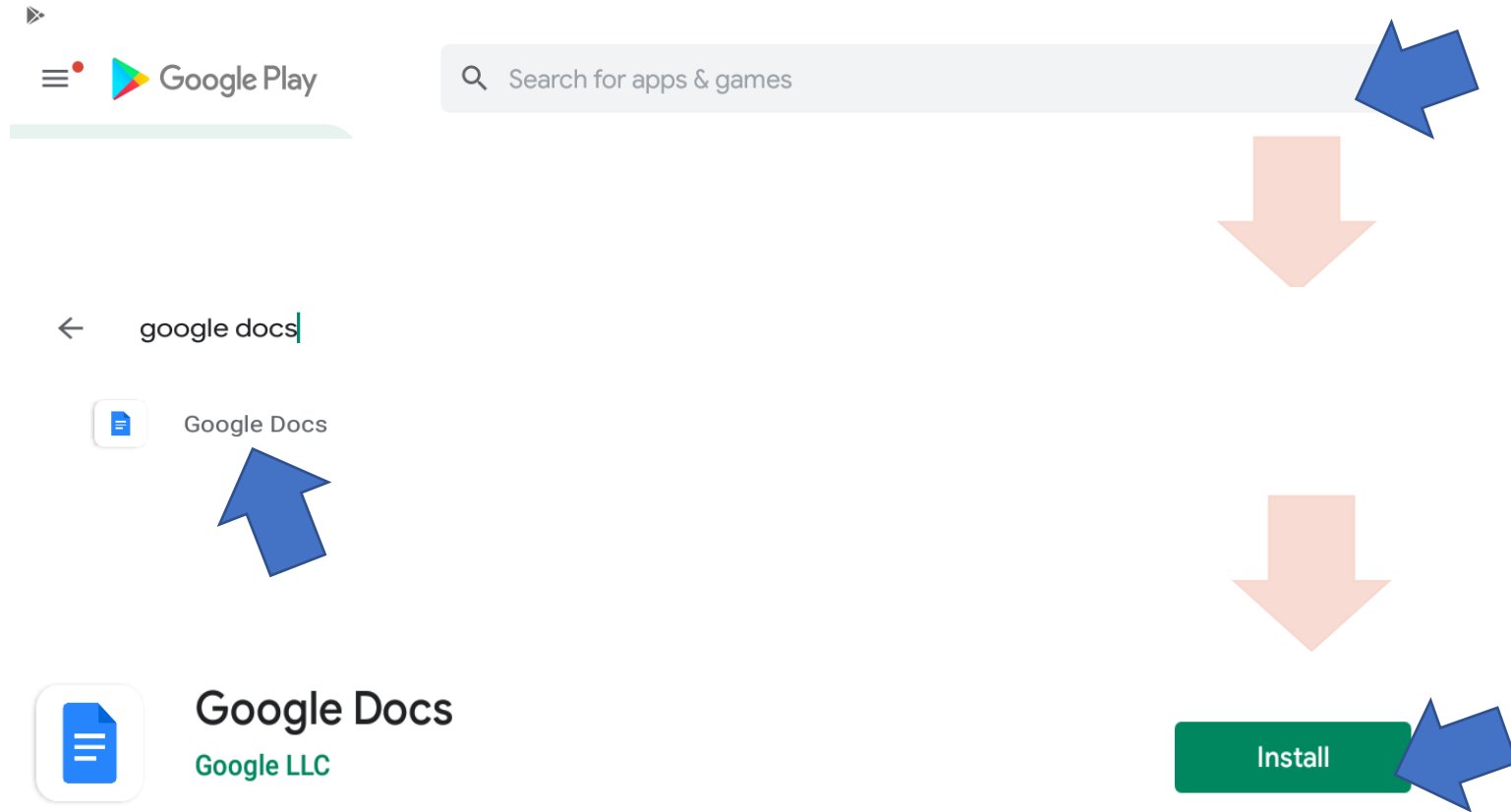
D. HOW TO USE:

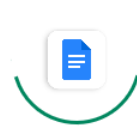


1) GOOGLE DOCS

Step 1: Download the Google Docs app

On your Android phone or tablet,
open the Google Play app Google Play.





Google Docs

Waiting for download...

Verified by Play Protect

Cancel

Open



Google Docs

Google LLC

Uninstall

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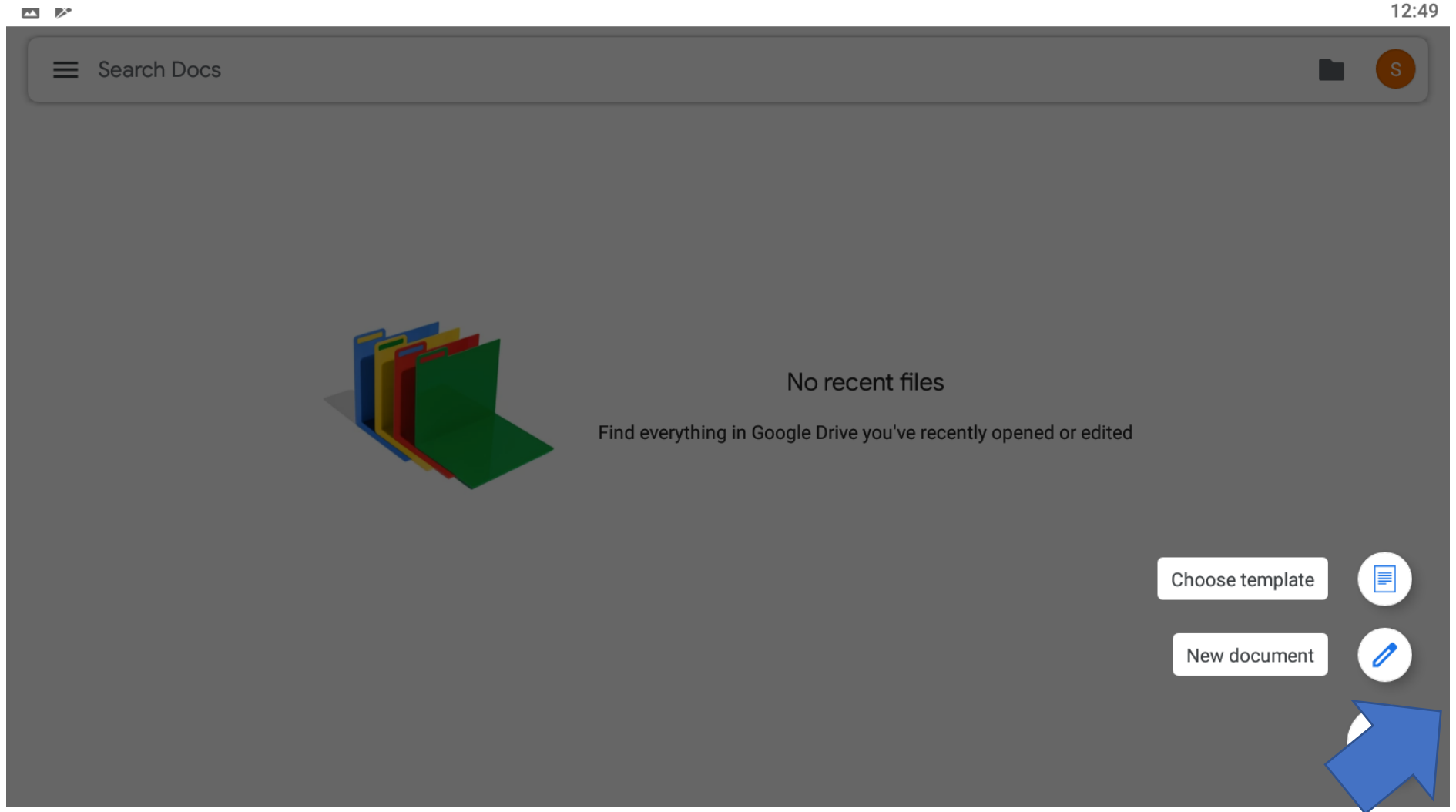
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Print layout



Suggest changes



Document outline

Find and replace

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Page setup

Word count



Share & export





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X Share



 Add people or groups



Enter Email Here

Who has access



Not shared

icon to save



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✕ Share



👤+ rahul@gmail.com

Editor ▼

Add a message



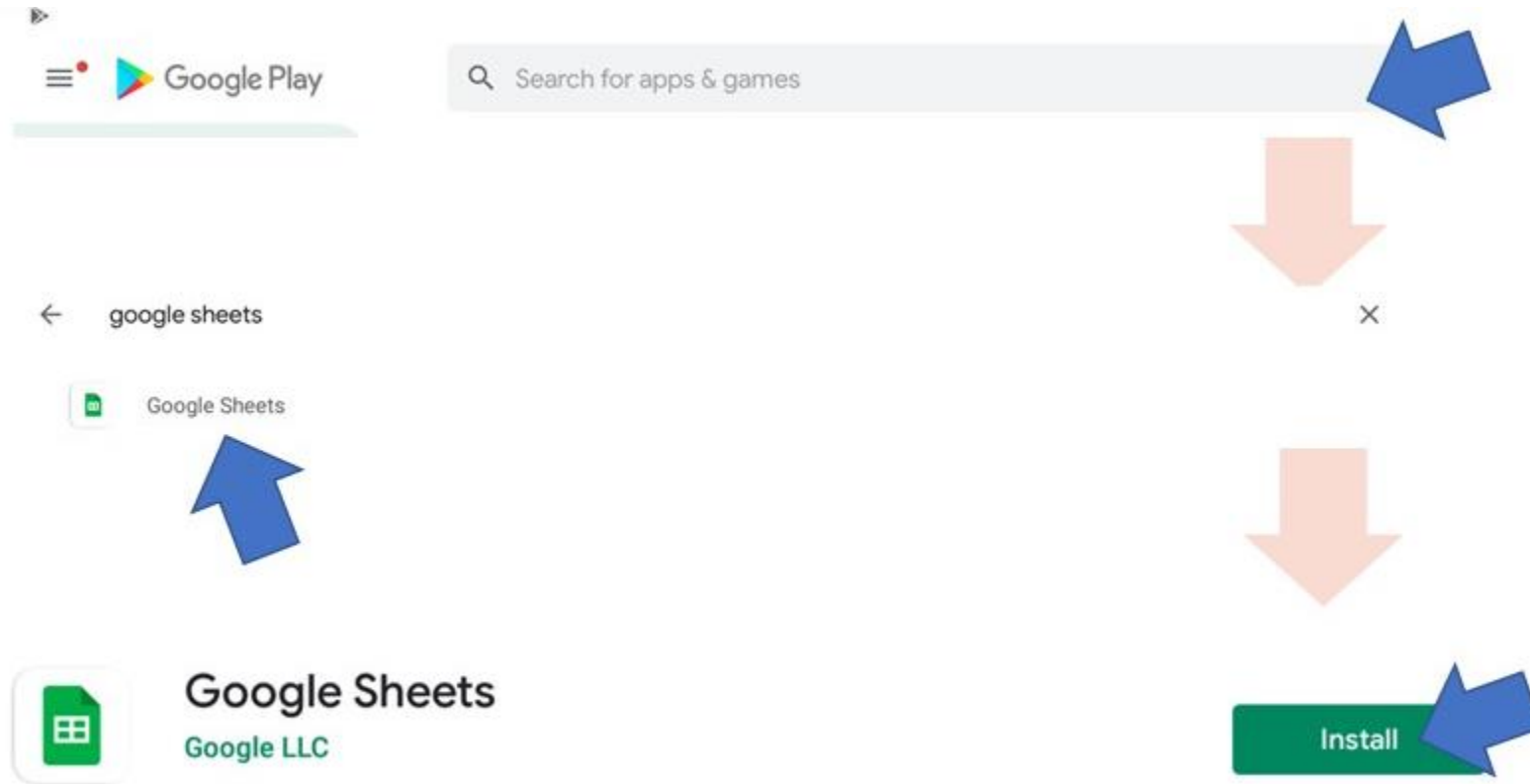
1) GOOGLE SHEETS

Step 1: Download the Google Docs app

On your Android phone or tablet,

open the Google Play app Google Play.





Open It



Google Sheets

Google LLC

Uninstall

Open





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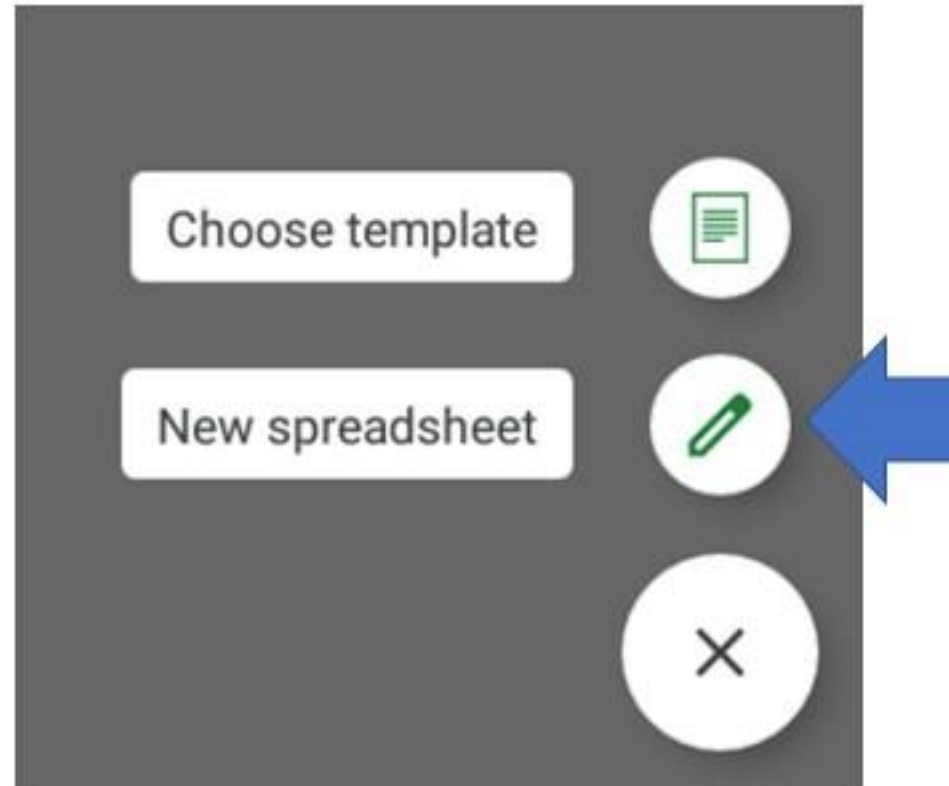
Search Docs



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- Explore
- Create a filter
- Data validation
- Named ranges
- Share & export >
- Add-ons >
- Move
- Available offline ☒

✓

Share & export

Share

Manage people and links

Copy link

Send a copy

Save As

Print

Make a copy

	A	B	C	D	E	F	G
1	Name	Roll Number	Marks				
2	Abhishek	1	99				
3	Mayank	2	93				
4	Suraj	3	96				
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✕ Share



👤+ Add people or groups



Who has access



Not shared



12:53

✕ Share



👤+ rahul@gmail.com

Editor ▼

Add a message



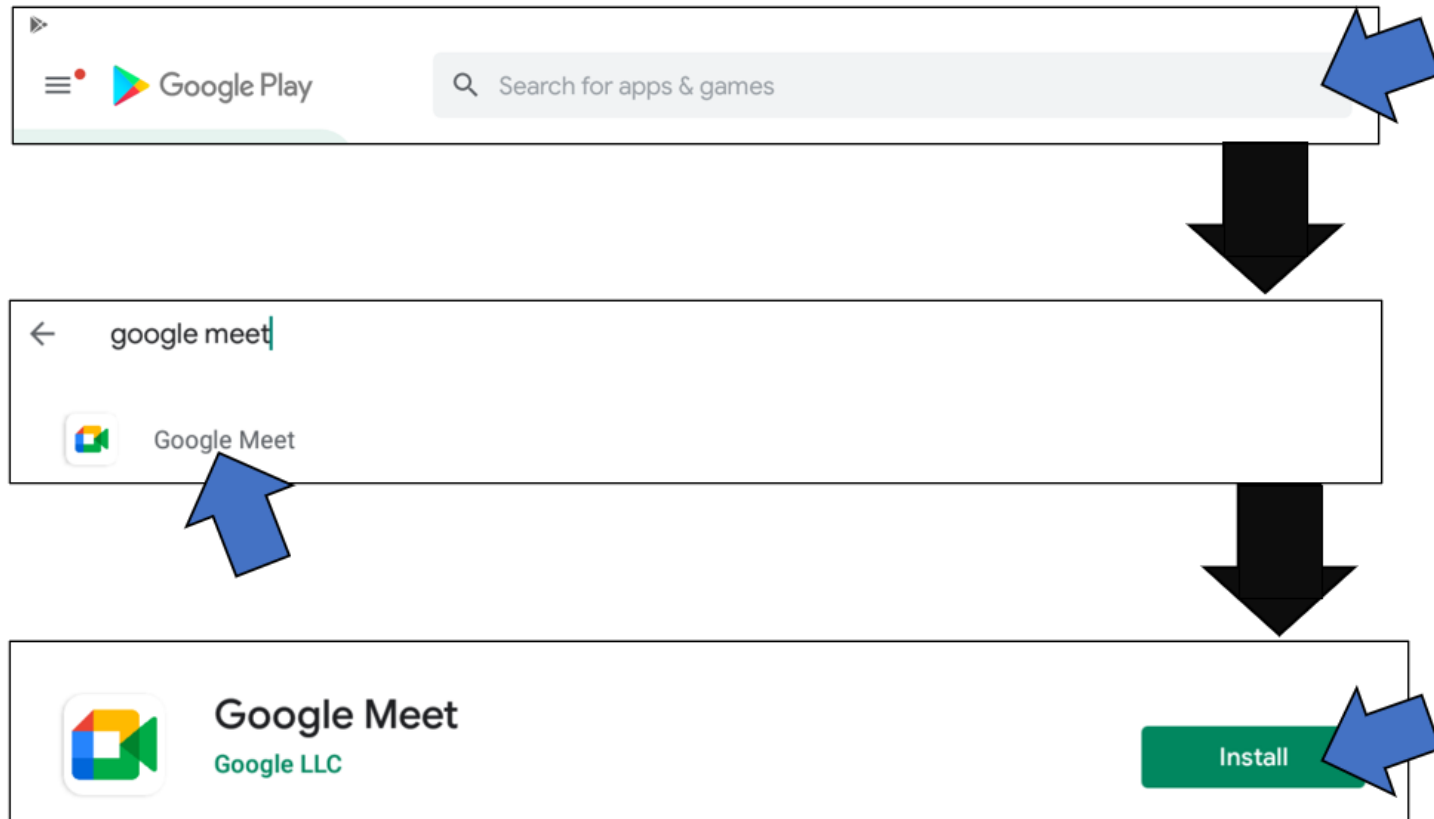
1) GOOGLE Meet

Step 1: Download the Google Meet app
On your Android phone or tablet,

open the Google Play app Google Play.



Find the Google Sheets app



Open It



Allow all the permissions and follow the tutorial

Open It

Meet

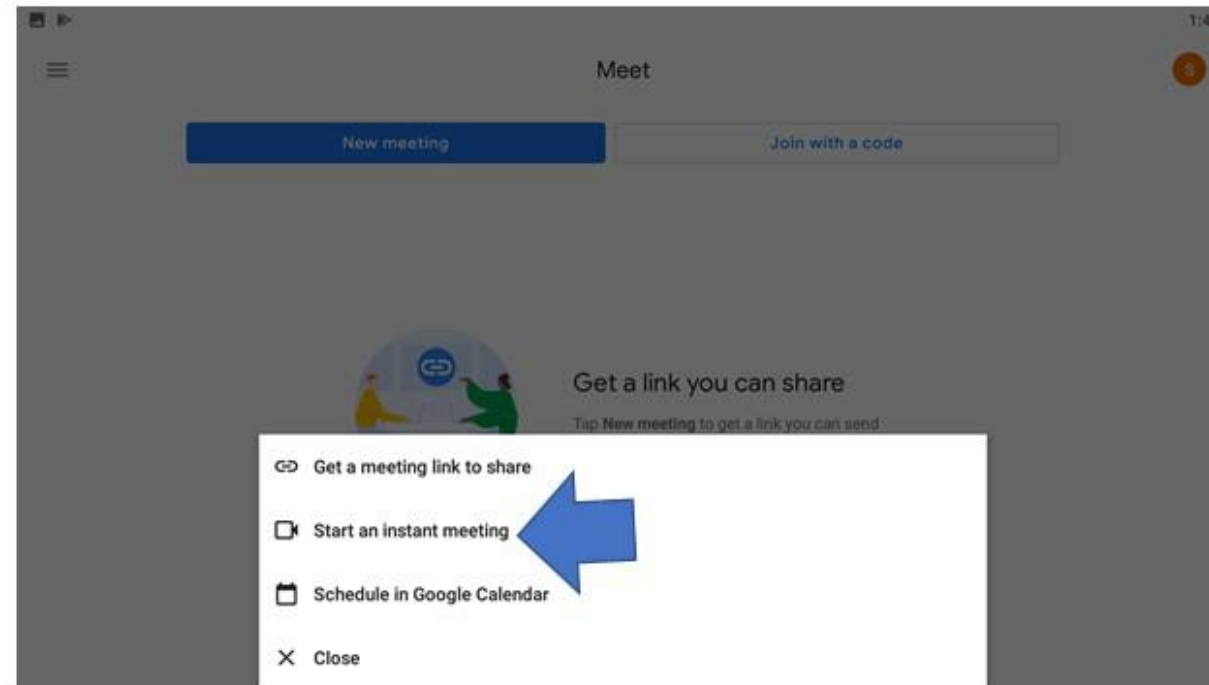
New meeting

Join with a code

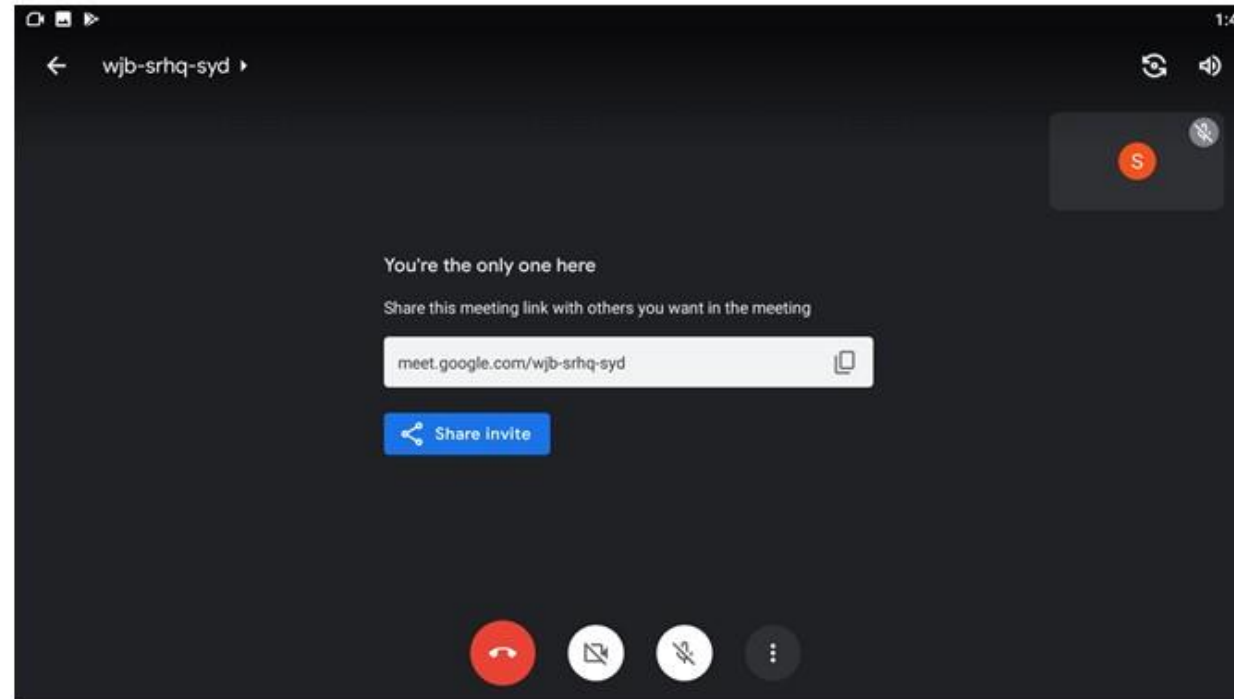
Click on New Meeting if you want to create a meet

Click on Join with a Code if you already have a code which you can enter

Click on New Meeting



You can share this code with people you want to invite in the meeting



A. SAFE BROWSING

vi. EXTENSIONS/ADD-ONS:

1. What are they?

- a. Extensions - Small helper tools to give you more features in Chrome
- b. Add-ons - Extra tools for Docs, Sheets, Forms, and Slides.

2. How can we install/use them?

- a. Extensions - Installed from the Chrome Web Store at chrome.google.com/webstore
- b. Add-ons - Installed from the Add-ons menu in Docs, Sheets, Forms, and Slides.

3. Which devices support them?

- a. Extensions - PCs, Macs, and Chromebooks running the Chrome web browser
- b. Add-ons - PCs, Macs, and Chromebooks running any major browser

A. SAFE BROWSING

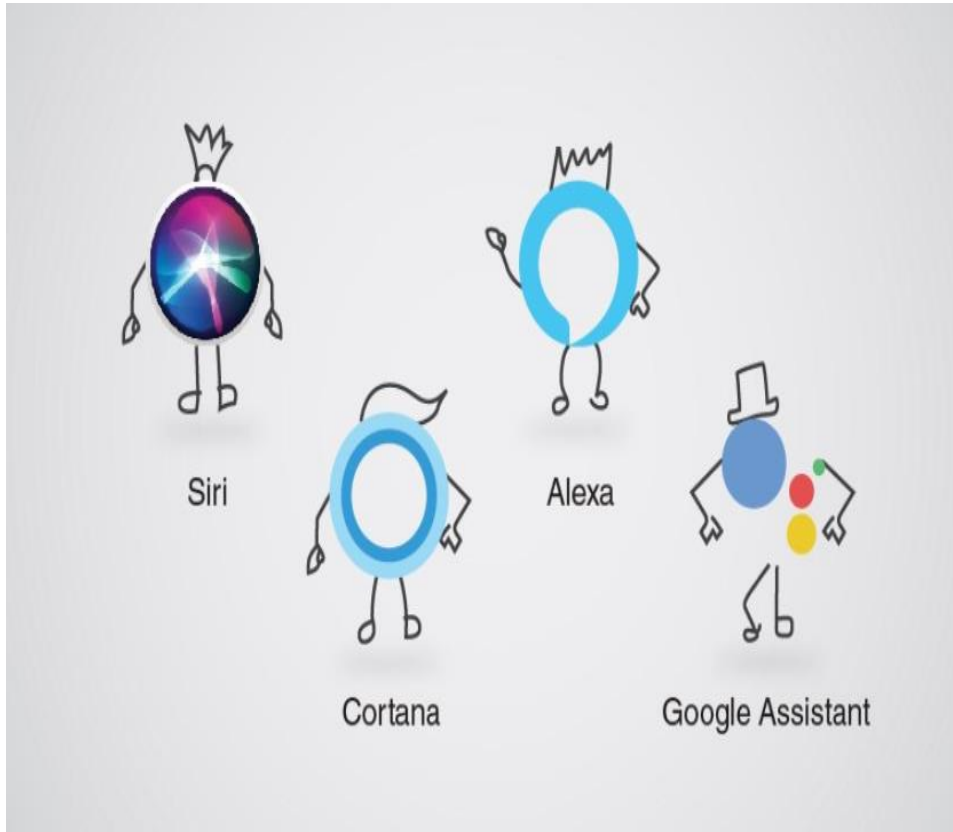
4. How do you run/execute them?

- a. Extensions - Click the icon for the extension in the top right corner of the Chrome browser. Can typically run on any webpage in Chrome.
- b. Add-ons - Click the add-on in the Add-ons menu in Docs, Sheets, Forms, and Slides. Only run inside of Docs, Sheets, Forms, and Slides.

5. How can you disable/remove them.?

- a. Extensions - Can be temporarily disabled. Right click on the extension icon, choose "Manage extensions" and uncheck "Enabled". Right click on the extension icon and choose "Remove from Chrome".
- b. Add-ons - Can not be temporarily disabled. Only can be removed. Click "Add-ons" then "Manage Add-ons" then "Manage" then "Remove"

Digital Assistants



Apple apologizes for allowing workers to listen to Siri recordings

Google has paused the program in Europe after a leak of recordings, and pledged to review its safeguards

Microsoft did not change its program, listening to its Cortana voice assistant but also to Skype conversations it updated its privacy policy

Amazon Echo's privacy issues go way beyond voice recordings



You are our Cyber Ambassadors

