



Internet Privacy and Safety



Course Agenda

- * Terms
 - * Passwords
 - * Creating managing
- * Safety on the Internet
 - * Awareness
 - * Email Phishing
- * Internet Protection & Maintenance
 - * Basic
 - * Antivirus Software
- * Internet Privacy
- * Resources

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Mon-Thur: 9am - 9pm
Fri: 9am - 6pm
Sat: 9am - 5pm
Sun: 12pm - 5pm

Passwords:

Do Not	Do
Use personal information	Use a longer password
Use words found in a dictionary	Keep it random
Use the same password for multiple sites	Use a combination of letters, numbers, and symbols

Creating a password:

Use a mnemonic device.

Example: k=At2e8) - Kenny = AWESOME teacher 2 everyone 8)

Password generator: <http://strongpasswordgenerator.com/>

Managing your passwords:

Write down passwords or clues to passwords in a notebook.

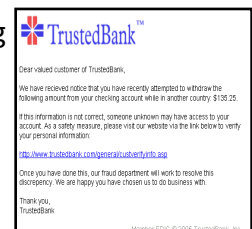
Allow the browser to remember passwords.

Use a password manager such as Last Pass (<https://lastpass.com/>)

Safety on the internet:

Things to be aware of:

- ◆ Make sure that you have typed the website address in correctly before entering any of your personal information.
- ◆ If you are banking, shopping, or entering personal information make sure the site is secure .
- ◆ Know what you're clicking on before you click. Hovering your cursor over a link will show you where the link will take you.
- ◆ If you reach a webpage that will not let you leave or close the browser, click and hold Ctrl, Alt, Delete to open your task manager. Click on your browser's name in the task manager and click End Task.
- ◆ If you receive an Email from your bank or a store asking you to change or give more information, contact the bank or stores' customer service phone number. Do NOT reply to the email or contact any phone number found within the email.



Internet Protection



Firewall and Defender: Microsoft PCs and laptops comes with basic tools called Security Essentials.

Defender: helps to remove spyware

Firewall: helps to block some viruses from getting into your computer

Antivirus software:

Most new pcs and laptops will come with a limited time trial

Your internet provider also offers **FREE** protection: Comcast = Norton & AT&T = McAfee

If you are changing from one antivirus software brand to another, make sure that you delete the old one first.

Having more than one antivirus software on your computer sounds like it'd be better, but it will cause problems.

Mac users are not as prone to security risks until recently. Today, additional security is recommended.

Maintenance:

If you leave your computer on all the time, force a restart to make sure programs and security is up to date.

Using antivirus software, set up a schedule to run the software automatically.

Run a quick scan at least once a week and a full scan at least once a month.

Back Up: A virus can corrupt your files or make your computer useless, so it's best to have a back up.

Buy an external hard-drive to make a back up of all the important data on your computer.

Back ups can be done through the control panel or often times through a security suite.

Internet Privacy

Location: Having your location turned on can be very helpful in finding places that are near you. However you might not like everyone knowing your location and this can be turned off.

Google Chrome: Click on 3 dots and click on settings. Type the word "Location". Follow the highlighted Location to Site Settings, it should be on "ask before accessing"

Firefox: In the URL bar, type about:config, click Enter— Type geo.enabled, click Enter— Double click on the geo.enabled preference

Internet Edge: Go to your PC Settings, then Privacy, then Location. Here you can turn off location or turn it off for specific apps

Social-media sites: use the privacy settings that limit what other people can post about you, such as:

Requiring your approval for people to post on your timeline or tag you in photos; or

Blocking other people from "checking you into" a place, as that shares your location with others.

Cookies and Browser History: To help from being tracked from session to session clear your history and cookies.

DuckDuckGo (www.duckduckgo.com) is an internet browser that does not track your searches.

Resources

Lynda: Through the library's website

⇒ <http://www.aapl.org>

⇒ From the home page click through:

⇒ Online Library -> Learning Resources

⇒ Lynda

San Jose Public Library Virtual Privacy Lab: <https://www.sjpl.org/privacy/>

GCFLearnFree Internet Safety: <http://www.gcflearnfree.org/onlinesafety>

