

# SECURING YOUR SOFTWARE & INFORMATION

## FREQUENTLY ASKED QUESTIONS (FAQS)

### What is a strong password?

Passwords protect your device and personal information from unauthorized access. It is therefore important to develop a strong password to protect your device. A strong password consists of the following:

- a. Upper case characters
- b. Lower case characters
- c. Numbers
- d. Special characters such as @\$%^&\*!
- e. A phrase that includes all the above.

Alternatively, you may install a reputable password manager to manage and create strong passwords?

You may also wish to write your password in a notebook so that you can refer to it in the event you cannot remember or have lost it.

### How do I browse the web?

- a. To conduct research on a topic of interest, you will need to install or use a web browser. Popular web browsers or search engines, include Fire Fox, Google Chrome, Safari and Microsoft Edge.
- b. To view a webpage of interest, use the address bar at the top right of your web browser to enter the web address (or URL) of the website you want to visit. If you are unsure of the exact website address, you can search for it by putting key words into search engines such as Google.
- c. To open multiple webpages in the same window, click on tabs (the + sign) at the top or side of your current webpage.
- d. To return to the homepage at any time, click the “home” icon on your screen.
- e. To navigate between webpages visited previously, click the back (or left arrow) and/ or the forward (right arrow), as required.
- f. To reload your current webpage, click the refresh (circular arrow) icon.
- g. When visiting websites to conduct research please ensure you use websites with credible sources for information. Generally, web addresses ending in” edu”,” gov” and ”org” are considered credible.

### What should I post?

Do not post excessive personal information online (for example, phone numbers and street names)

THINK before you post; Consider whether the information is:

*T- true*

*H- helpful*

*I-inspiring*

*N-necessary*

*K-kind*

If the information you want to post is not true, helpful, inspiring, necessary or kind - then do not post it.

### What is Phishing?

Websites and emails which seek to get your personal information, under false pretenses.

To avoid becoming a victim of phishing scams, properly and thoroughly read all emails you receive. Pay attention to the grammar and whether the email addresses you by name. Additionally, look out for urgent requests to change your password, or update your personal details.

### What is Cyberbullying<sup>1</sup>

Cyberbullying is the use of a computer to convey information which causes fear, intimidation, distress or other harm to another person. The information can also be detrimental to another person's health, emotional well-being, self-esteem or reputation.

Cyberbullying can manifest in different forms online. Videos, text messages, threats and memes on digital platforms such as social media are often used in cyberbullying. This type of information can cause serious distress to persons, causing them to become frustrated, angry and even depressed<sup>2</sup>.

Remember to THINK about your digital anthropology or footprint before you post!

### What is my Digital Footprint?

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<sup>1</sup> <https://cybersafett.com/cyberbullying>

<sup>2</sup> <https://kidshealth.org/en/teens/cyberbullyi>

Your digital footprint is the trace you leave of yourself online. Your posts, shares, comments, photos and video uploads contribute to your digital footprint.

Essentially, it is what someone may find out about you when they conduct a search for your name online. That someone could be your parents, potential employers or the police.

You should make sure that your digital footprint will be helpful to you in the future!