



INTERNET SKILLS TRAINING







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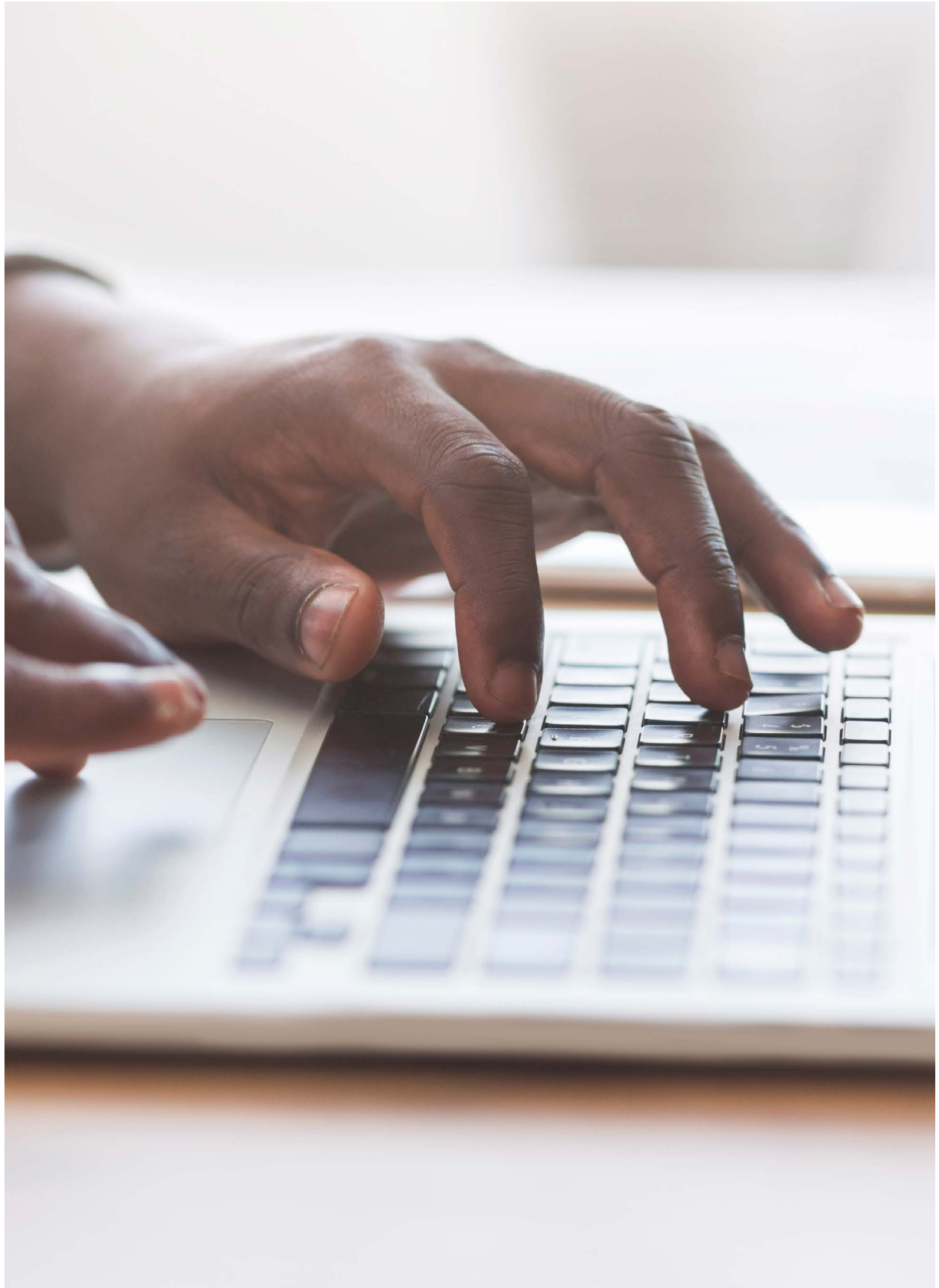
from Project Compass

Project Compass is a community-guided program created by [Merit Network](#), a nonprofit organization supported by Michigan's public universities that has helped the state's educational community for over 60 years. With support from the United States Department of Agriculture, Project Compass helps towns and neighborhoods in Michigan find practical ways to improve comfort with basic technology and make sure everyone can use online resources easily and affordably.

By bringing together local groups and community voices, this program helps pinpoint what each area needs most, find ways to get the right tools and support, and build lasting solutions so people can stay connected.

Learn more:

merit.edu/research/project-compass



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1. BASIC INTERNET NAVIGATION

Using browsers, searching effectively, tabs, and understanding URLs.

Why it matters

Navigating the internet is a foundational digital skill—essential for everything from researching information to staying connected and accessing important services.

Understanding how to use web browsers, search effectively, and recognize secure websites helps you get things done efficiently while protecting your privacy and safety online.

1. Using Web Browsers

A web browser (such as Chrome, Safari, Edge, Firefox) lets you visit websites.



- **Opening the Browser:** Double-click its icon on your desktop or select it from your applications menu.
- **Address Bar:** At the top, type the website address (URL) and hit Enter.

2. Understanding URLs

A URL (Uniform Resource Locator) is the address of a website, such as: **<https://www.umich.edu>**.

- **https://** means the website is secure.
- **www** stands for “World Wide Web.”
- The words after “www.” (like “umich”) are the website’s name.
- The ending (ex: **.edu**, **.com**, **.org**) tells you the type of website.

3. Searching Effectively

- Go to a search engine (like Google or Bing).
- Type keywords related to your topic (e.g., “University of Michigan admissions”).
- Use quotes (“ ”) around phrases to find exact matches.
- Try adding details for better results (e.g., “how to apply for scholarships”).

4. Using Tabs


Tabs let you open and view several websites at once in one browser window.

- **Open a New Tab:** Click the **+** at the top of the browser or press **Ctrl+T (Cmd+T)** on Mac).
- Switch between tabs by clicking them.
- Close a tab by clicking the **x** on the tab.

5. Helpful Tips

- **Back/Forward:** Use the arrows at the top left to return to previous pages or go forward again.
- **Bookmarks:** Click the star (★) icon to save favorite sites for easy access later.
- **Refreshing:** If a page won't load, click the circular arrow or press **F5 (Cmd+R)** on Mac).

6. Stay Secure!

- Only enter personal info on trusted sites (look for the lock icon .
- Avoid clicking on suspicious links or pop-ups.

Learn more

- [Google Search Help](#)
- [Mozilla Firefox Help](#)
- [Microsoft Edge Support](#)
- [How to Geek: Beginner's Guide to the Internet](#)



2. EVALUATING ONLINE INFORMATION

Fact-checking, identifying credible sources, and recognizing misinformation.

Why it matters

The internet is full of information – but not all of it is true. Learning how to tell fact from fiction helps you make better decisions, stay informed, and avoid sharing misleading or false content.

1. Spotting Reliable Sources

- Start with trusted organizations such as universities, libraries, government agencies, and well-known news outlets.
- Look for author names, dates, and references that support the information.
- Be cautious of websites that have lots of pop-ups, spelling mistakes, or emotional language.
- Double-check information before sharing it, especially on social media.

2. Fact-Checking

- Use fact-checking websites like [Snopes](#) or [FactCheck.org](#) to verify claims.
- Compare stories across multiple reliable news outlets.
- Search the topic with words like *review*, *fact check*, or *source* to see what others have found.
- When in doubt, check directly with the original organization or source.

3. Recognizing Misinformation

Misinformation spreads quickly online. Watch for:

- Headlines designed to shock or anger you.
- Images or videos that seem edited or out of context.
- Articles that don't list an author or publication date.
- Posts that tell you to “share immediately” or “don't let them hide this.”

If something feels off, it probably is. Pause and verify before reacting or reposting.

4. Thinking Critically

- **Ask:** *Who created this? Why did they make it? Is it backed by facts?*
- Check when the information was published and if it's still current.
- Read beyond the headline to understand the full story.
- Keep an open mind and be willing to update your opinion when presented with new, credible evidence.

Learn more

- [U-M Library Fake News Guide](#)
- [Snopes](#)
- [FactCheck.org](#)
- [Media Bias/Fact Check](#)

Quick Practice

Check one of your accounts:

- Pick one story from your social feed and verify it using [Snopes](#) or [FactCheck.org](#).
- Compare how two different news sources report the same event.
- Make a habit of asking, “Who published this, and why?” before sharing.



3. EMAIL SKILLS

Creating and managing email accounts, etiquette, attaching files, and avoiding spam/phishing.

Why it matters

Email is one of the most common tools for applying for jobs, connecting with employers, and managing online accounts. Knowing how to use email safely and professionally helps you make a strong impression and stay secure online.


1. Getting Started

- Create a free account using a trusted provider (like Gmail or Outlook).
- Choose a professional address (example: **firstname.lastname@gmail.com**) - avoid nicknames or slang.
- Write down your username and password somewhere safe, or use a secure password manager.

2. Email Etiquette

- Be clear and polite. Start with a greeting (“Hello Ms. Rivera,”) and end with a closing (“Thank you, ” or “Best regards”).
- Use the subject line. Make it short and specific (e.g., “Application for Office Assistant”).
- Check before sending. Re-read your message, check attachments, and confirm the recipient’s address.
- Avoid typing in ALL CAPS - it can sound like shouting.

3. Attaching Files

- Click the  paperclip icon to upload your resume, photo, or document.
- Use common formats like .pdf or .docx.
- Keep file names simple (e.g., JaneDoe_Resume.pdf).
- Never send personal information (like ID or banking info) unless you’re sure the request is legitimate.

Avoiding Spam & Phishing

Spam: Unwanted ads or mass messages. Delete them or mark as spam.

Phishing: Fake emails that pretend to be from real companies to steal your info.

Tips:

- Look for misspellings or urgent language (“Act now!” “Your account is locked!”).
- Never click links or open attachments from senders you don’t know.
- Real companies will not ask for passwords by email.

Learn more

- [Federal Trade Commission: How to Recognize and Avoid Phishing Scams](#)
- [Google Safety Center: Avoid & Report Phishing](#)
- [Outlook Email Basics](#)
- [StaySafeOnline.org](#)

Quick Practice

Try writing a short email to yourself:

- Include a subject line, greeting, 2–3 sentences, and a closing.
- Attach a file (like a photo or document).
- Send and reply to your own message.



4. ONLINE SAFETY AND PRIVACY

Password management, two-factor authentication, privacy settings.


Why it matters

Your online safety protects your identity, money, and reputation. Learning to manage passwords, use two-factor authentication, and control what others can see helps you stay in control of your digital life.

1. Protect Your Accounts

- Create strong passwords (8-12+ characters using letters, numbers, and symbols).
- Use a password manager or notebook kept in a safe place - don't reuse the same password.
- Turn on two-factor authentication (2FA) for important accounts. It adds a second layer of protection, like a code sent to your phone.
- Always log out when using public or shared computers.

2. Stay Alert for Scams

- If it seems suspicious, stop and check first.
- Avoid clicking links or opening attachments from unknown senders.
- Scammers often create fake websites or "urgent" messages. Look for https:// and a lock  before entering info.
- Real companies will never ask for your password or money by email or text.

3. Control Your Privacy Settings

- Review privacy settings on social media, email, and job sites regularly.
- Limit what personal info (like address, birthday, or phone number) is visible to the public.
- Be careful when using public Wi-Fi - avoid banking or shopping on unsecured networks.

4. Keep Devices Secure

- Update phones, tablets, and computers often.
- Use antivirus software when available.
- Set a lock screen or PIN to protect your device if lost or stolen.

Learn more

- [University of Michigan Safe Computing](#)
- [StaySafeOnline.org](#)
- [Have I Been Pwned \(check for breaches\)](#)
- [EFF Privacy Guides](#)

Quick Practice

Check one of your accounts:

- Is your password strong and unique?
- Is 2FA turned on?
- Are your privacy settings up to date?



5. SOCIAL MEDIA BASICS

Creating accounts, understanding privacy, and posting responsibly.

Why it matters

Social media connects you with friends, family, and potential employers, but how you use it affects your safety and reputation. Knowing how to set up accounts, manage privacy, and post responsibly helps you stay connected and protected.

1. Creating Accounts

- Choose platforms that fit your goals:
 - **Facebook & Instagram:** Social connections and community groups.
 - **LinkedIn:** Professional networking and job search.
 - **TikTok or X (Twitter):** Sharing interests and following news.
- Use your real name and a clear photo if you're job-seeking.
- Set your profile privacy before posting - decide who can see your content.

2. Understanding Privacy

- Check your privacy settings regularly - each platform has different options.
- Be careful about sharing personal details (home address, phone number, daily routines).
- Remember: once posted, photos and comments can be saved or shared.

3. Posting Responsibly

- Think before you post: would you want a future employer to see it?
- Be kind and respectful in comments and messages.
- Avoid sharing rumors, unverified information, or heated arguments.
- Post things that reflect your best self—achievements, hobbies, or community involvement.

4. Using Social Media for Opportunity

- Follow Michigan Works!, local employers, and training programs.
- Share milestones (certificates, new skills, volunteering).
- On LinkedIn, write a short “About” section showing what kind of work you’re seeking.

Learn more

- [Facebook Privacy Checkup](#)
- [Instagram Safety Tips](#)
- [Twitter/X Safety Center](#)
- [Common Sense Media: Social Media Guide](#)

Quick Practice

- Create or update one social media profile.
- Review your privacy settings.
- Post something positive or professional - a quote, photo, or goal.



6. MANAGING DIGITAL FOOTPRINT

Understanding digital traces, reputation management, deleting old accounts.

Why it matters

Everything you do online - searches, posts, photos, purchases - leaves a digital footprint. Learning to manage that footprint helps you protect your privacy, shape your reputation, and ensure employers or others see your best self online.

1. What Is a Digital Footprint?

- Every action you take online, such as visiting websites, posting photos, or liking a post, leaves a trace.
- These traces can appear in search results, ads, or social media feeds.
- Your footprint can be positive (a LinkedIn profile or project) or negative (old posts or risky comments).

2. Manage Your Online Reputation

- Google yourself. See what others might find when they search your name.
- Update or delete old posts that no longer reflect who you are.
- Use privacy settings to control who can tag or mention you in photos or posts.
- Share things that highlight your skills, achievements, and community involvement.

3. Clean Up Old Accounts

- Delete or deactivate unused accounts (old email, social media, or shopping sites).
- Use tools like [JustDelete.me](https://www.justdelete.me) to find direct links for account removal.
- Check your Google Account Management page to review what data is being collected or shared.
- Be cautious when using “free” online services – they often collect personal information.

4. Build a Positive Digital Presence

- Keep your professional accounts up to date.
- Post or share content that represents your goals and values.
- Join online communities related to your career or interests.
- Remember: post with purpose -- the internet rarely forgets.

Learn more

- [Google Account Management](#)
- [DeleteMe Blog](#)
- [JustDelete.me](#) – Account Deletion Directory
- [Pew Research](#) – Online Reputation

Quick Practice

- Search your name online. What do you find?
- Delete or update one old post or account.
- Add something positive: update your profile photo or share a recent accomplishment.



7. COMMUNICATING ONLINE

Online etiquette, video calls (Zoom, Teams), messaging apps.

Why it matters

Good online communication helps you build strong relationships, work effectively, and present yourself professionally. Whether sending a message or joining a video call, knowing how to communicate clearly and respectfully is key to success in today's digital world.

1. Practice Good Online etiquette

- Be polite and respectful – tone can be hard to read online.
- Keep messages short and clear.
- Avoid sarcasm, slang, or typing in ALL CAPS.
- Wait your turn to speak in group chats or discussions.
- Re-read before sending to make sure your message is kind and professional.

2. Video Calls (Zoom, Teams, etc.)

- Join on time and test your camera and microphone first.
- Choose a quiet, well-lit space if possible.
- Keep your camera at eye level and stay focused on the conversation.
- Mute when not speaking to reduce background noise.
- Dress appropriately and use your real name when joining meetings.

3. Messaging & Collaboration Apps

- Tools like Slack, Teams, or Google Chat help teams stay connected.
- Keep messages professional, even if the setting feels casual.
- Use threads or channels to keep topics organized.
- Respond when tagged or mentioned so others know you've seen the message.
- If unsure, move detailed conversations to a call or email.

4. Respect Boundaries

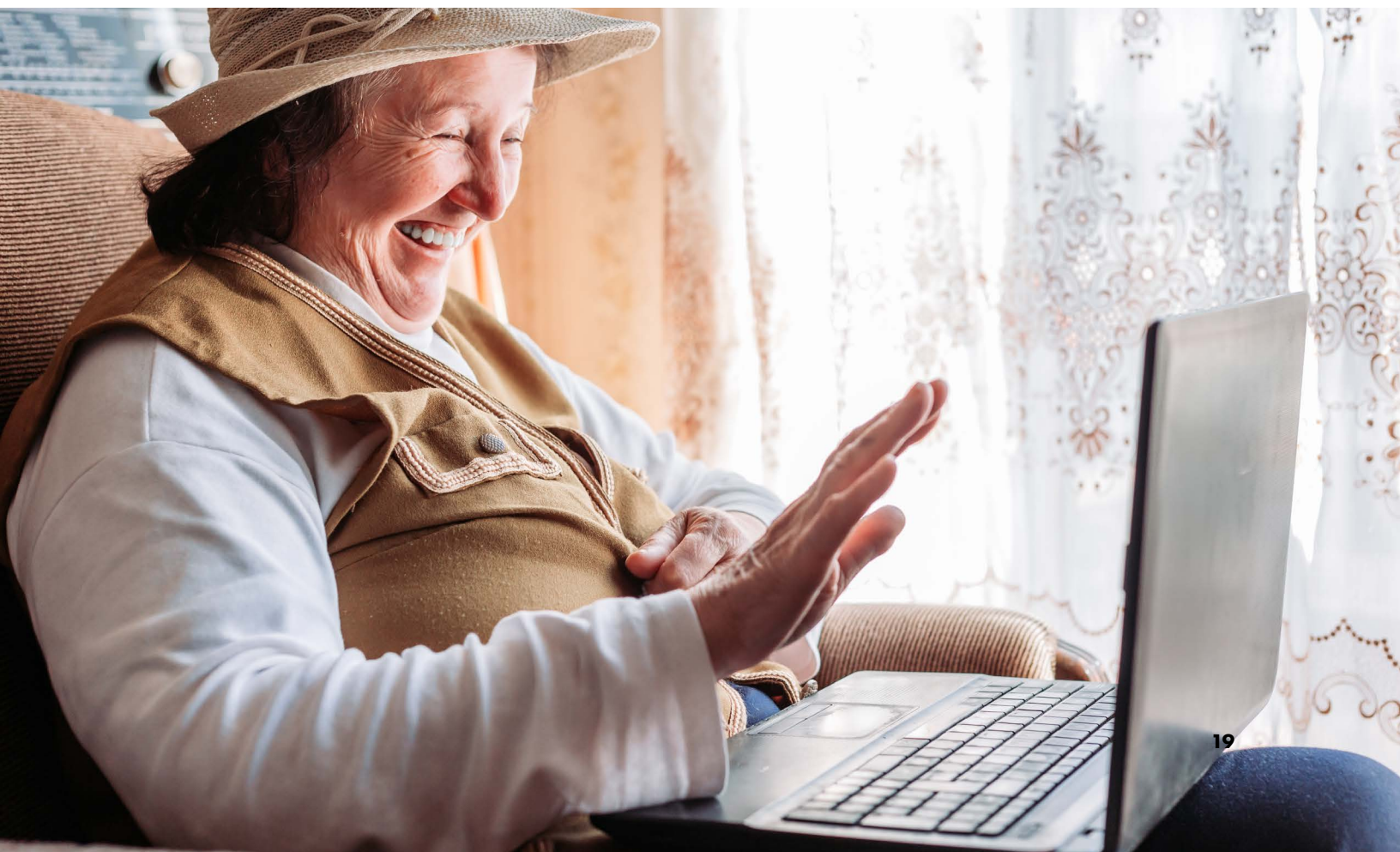
- Not everyone checks messages after hours – give others time to respond.
- Avoid sending repeated messages if someone doesn't reply immediately.
- Use emojis or reactions thoughtfully to show tone without overdoing it.

Learn more

- [Online etiquette Guidelines](#)
- [Slack – Business Communication](#)
- [Zoom Learning Center](#)
- [Microsoft Teams Help & Learning](#)

Quick Practice

- Send a short, polite message to a friend or coworker.
- Join a Zoom test meeting and check your audio and video.
- Practice writing a message that's clear, kind, and professional.



8. CLOUD STORAGE AND FILE SHARING

Google Drive, Dropbox, sharing safely, basic file organization.




Why it matters

Cloud storage lets you save files online instead of only on one computer or device. It helps you access your documents anywhere, share safely with others, and stay organized for school, work, or job applications.

1. What is Cloud Storage?

- “The cloud” means files are stored online, not just on your device.
- You can log in from any computer or phone to see your saved files.
- Common tools include Google Drive, Dropbox, Box, and Microsoft Onedrive.
- Saving in the cloud protects your work if your computer breaks or is lost.

2. Getting Started

- Create a free account with one service (like Google Drive).
- Upload files or create new ones directly in your browser.
- Organize your work into folders. For example:
 -  Resumes
 -  Job Applications
 -  Certificates or IDs
- Rename files clearly (e.g., Jane_Doe_Resume.pdf).

3. Sharing Safely

- Click “Share” to send a file or folder link.
- Set the right permissions:
 - **Viewer:** Can only read.
 - **Commenter:** Can add notes.
 - **Editor:** Can make changes.
- Double-check before sharing personal or financial documents.
- Remove access after a project ends or when sharing is no longer needed.

4. Tips for Staying Organized

- Review your files monthly – delete duplicates or outdated versions.
- Use clear folder names so you can find things easily.
- Keep work, personal, and school folders separate.
- Back up important files on another service or external drive if possible.

Learn more

- [Google Drive Training](#)
- [Box – Content Management](#)
- [Dropbox Help Center](#)
- [Microsoft OneDrive Basics](#)

Quick Practice

- Log into a cloud storage service.
- Create one new folder and upload a document.
- Share the file with “View Only” access to practice safe sharing.




9. USING E-GOVERNMENT AND PUBLIC SERVICES

Accessing government forms/services online, health portals, utility bills.

Why it matters

More and more public services are now online – from applying for benefits to paying bills or checking medical records. Knowing how to use trusted government websites helps you save time, stay informed, and get the help you need safely.

1. Accessing Government Services

- Use official websites that end in .gov for accurate information.
- Sites like [USA.gov](https://www.usa.gov) can help you find services across agencies.
- You can apply for assistance programs, renew licenses, or request records online.
- Always make sure you're on a secure page before entering personal information (look for https:// and a  icon).

2. Managing Benefits and Assistance

- MI Bridges lets Michigan residents apply for and manage benefits such as food assistance, healthcare, and childcare.
- Create an account to check your case, upload documents, or renew benefits.
- Keep your login information private and log out when finished, especially on shared devices.

3. Health and Insurance Portals

- Use [HealthCare.gov](https://www.healthcare.gov) to find or renew health insurance coverage.
- Many healthcare providers also have patient portals where you can:
 - View test results
 - Schedule appointments
 - Message your doctor
 - Pay bills securely
- Keep your medical information private by using strong passwords and logging out each time.

4. Paying Bills & Managing Utilities Online

- Most local utilities (electric, gas, water, internet) now offer online accounts for payments and usage tracking.
- Set up auto-pay carefully to avoid missed payments.
- Use only official links. Avoid payment sites found through random search ads.

Learn more

- [MI Bridges](#)
- [HealthCare.gov](#)
- [USA.gov](#)
- [Social Security Online Services](#)

Quick Practice

- Visit [USA.gov](#) and find one service you might use.
- If you live in Michigan, explore [MI Bridges](#) and create a login.
- Practice logging in and logging out safely.




10. ONLINE SHOPPING AND BANKING

Safely making purchases, recognizing scams, using digital wallets.

Why it matters

Shopping and banking online can save time and make life easier, but it's important to do it safely. Knowing how to recognize scams, protect your information, and use trusted payment tools helps you stay secure and confident.

1. Shopping Safely Online

- Shop only on trusted websites. Look for https:// and a small lock  next to the web address.
- Avoid clicking ads or links from emails; go directly to the retailer's site.
- Read reviews before buying from unfamiliar stores.
- Do not save your credit card information on public or shared computers.
- Use credit cards or secure payment services such as PayPal or Apple Pay instead of debit cards whenever possible.

2. Recognizing Scams

 Watch for:

- Prices that seem too good to be true.
- Sellers who ask for gift cards, wire transfers, or cryptocurrency as payment.
- Messages claiming your account is locked or that you won a prize. If you are unsure, contact the company directly using the number on its official website. Never reply to suspicious emails or texts.

3. Banking Online

- Access your bank only through its official website or mobile app.
- Use strong, unique passwords and turn on two-factor authentication.
- Log out after each session, especially on shared devices.
- Review your account activity often and report anything unusual right away.


4. Using Digital Wallets

- Services like Apple Pay, Google Pay, or PayPal store payment details securely.
- Use them only with trusted retailers or apps.
- Set up biometric security (fingerprint or face ID) on your phone.
- Keep your phone locked and updated for extra protection.

Learn more

- [Federal Trade Commission](#) – Online Shopping
- [FDIC](#) – Online Banking Tips
- [Better Business Bureau](#) – Online Shopping Tips
- [Consumer Reports](#) – Online Shopping Safety

Quick Practice

- Visit a trusted retailer’s website and find the lock  symbol in your browser.
- Check your bank’s website or app settings to turn on two-factor authentication.
- Identify one common online scam and share what you learned with a friend or family member.



11. DIGITAL ACCESSIBILITY

Using screen readers, adjusting device settings for accessibility.

Why it matters

Digital accessibility ensures everyone can use technology, regardless of ability. Knowing how to adjust settings and use built-in tools helps make computers, phones, and websites easier to see, hear, and navigate.

1. What Is Digital Accessibility?

- Accessibility means designing technology that works for everyone.
- Tools such as screen readers, captions, and text-to-speech help people access information in different ways.
- Understanding accessibility benefits not only people with disabilities but also anyone who prefers a simpler, easier-to-read experience.

2. Built-In Accessibility Tools

- Most devices include helpful features:
 - **Screen readers** (VoiceOver on Apple, TalkBack on Android) read text aloud.
 - **Magnifier** and **zoom** enlarge text and images.
 - **High contrast** or **dark mode** improve visibility.
 - **Speech-to-text** lets you speak instead of typing.
 - **Closed captions** make videos easier to follow.
- Explore your phone or computer's Accessibility Settings to turn these tools on.

3. Making Digital Spaces Inclusive

- Use clear, simple language when creating or sharing content.
- Add alt text to images so screen readers can describe them.
- Choose fonts and colors with good contrast.
- When sharing videos, include captions or transcripts.
- Test websites or documents to see if they are readable with assistive tools.

4. Practicing Accessibility in Daily Life

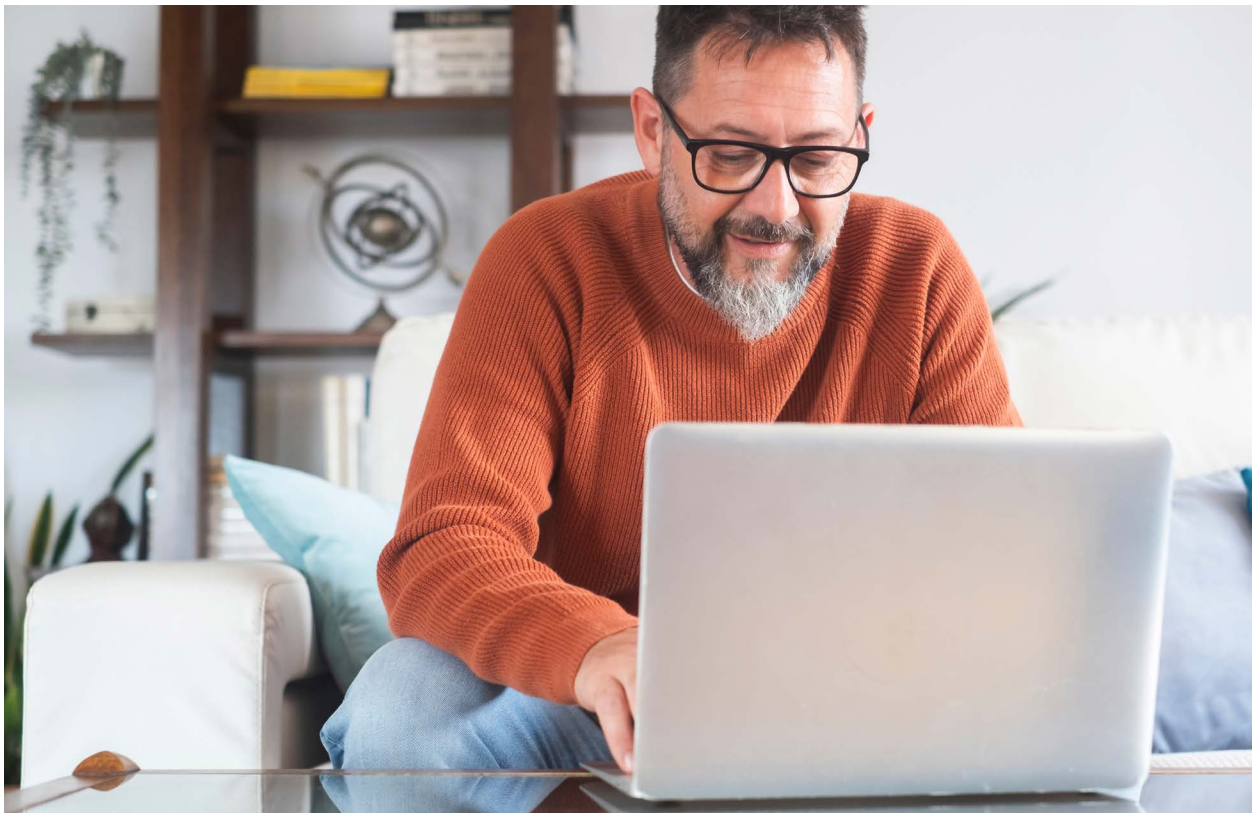
- Try using a screen reader for a few minutes to understand how it works.
- Increase text size or adjust brightness for comfort.
- Encourage workplaces or community programs to consider accessibility in digital materials.

Learn more

- [Disability:IN](#) – Digital Accessibility
- [WebAIM](#)
- [W3C \(Web Accessibility Resources\)](#) – Web Accessibility Initiative
- [Apple Accessibility Support](#) – Accessible Tech Design

Quick Practice

- Explore the Accessibility settings on your phone or computer.
- Turn on one new feature such as captions or text-to-speech.
- Visit a favorite website and see how it reads using a screen reader.



12. PROTECTING AGAINST CYBERBULLYING AND ONLINE HARASSMENT

Identifying, reporting, self-care strategies.

Why it matters

Everyone deserves to feel safe online. Understanding how to recognize, respond to, and recover from cyberbullying helps protect your mental health, reputation, and sense of control in digital spaces.

1. Recognizing Cyberbullying

Cyberbullying can happen through texts, social media, email, or online communities. It may include:

- Hurtful or threatening messages
- Spreading rumors or posting private information
- Excluding someone from online groups
- Impersonating another person online

If someone's behavior makes you feel unsafe or disrespected, it counts.

2. Responding Safely

- Do not engage or respond to bullying messages.
- Block or mute the person causing harm.
- Take screenshots of messages or posts as evidence.
- Report bullying or harassment to the platform (Facebook, Instagram, TikTok, etc.).
- If the messages include threats or harassment, contact local law enforcement.

3. Protecting Yourself

- Keep your accounts private and share your personal information only with people you trust.
- Review friend lists and followers regularly.
- Use strong passwords and update them often.
- Avoid posting when upset or angry.

4. Practicing Self-Care

- Online harassment can be emotionally draining.
- Talk to someone you trust – a friend, counselor, or family member.
- Step away from your device to calm down.
- Seek support from trained professionals or hotlines if needed.
- Remember: being targeted online is never your fault.

Learn more

- [StopBullying.gov](https://www.stopbullying.gov)
- [National Sexual Violence Resource Center](https://www.nsvrc.org/)
- [National Bullying Prevention Center](https://www.nationalbullyingpreventioncenter.org/)
- [Cyberbullying Research Center](https://www.cyberbullyingresearchcenter.org/)

Quick Practice

- Review your social media privacy settings.
- Learn how to block or report a user on your favorite platform.
- Save contact information for one trusted person or organization you can reach out to if needed.



13. SAFE DOWNLOADING AND SOFTWARE INSTALLATION

Avoiding malware, choosing legit software, updates.

Why it matters

Downloading programs or apps is part of using the internet, but unsafe downloads can lead to viruses, scams, or stolen information. Knowing how to identify trusted sources and keep your software updated helps protect your device and your data.

1. What Apps Are Safe?

- Download software only from official websites or app stores such as Google Play, Apple App Store, or the product’s verified site.
- Avoid links from ads, pop-ups, or random search results.
- Before downloading, check reviews and publisher names to confirm they are legitimate.
- Be cautious of “free” versions of paid programs – they often contain malware.

2. Watch for Warning Signs

- If a download starts automatically without your consent, close the page immediately.
- Look out for fake buttons like “Download Now” that redirect to unknown sites.
- If your browser warns that a file is unsafe, do not ignore the alert.
- Never provide personal or payment information just to download basic software.

3. Install Carefully

- During installation, read each screen instead of clicking “Next” quickly.
- Uncheck boxes for extra toolbars or add-ons you do not need.
- Keep your antivirus software turned on while installing new programs.
- Restart your device after installing to complete setup safely.

4. Keep Software Updated

- Enable automatic updates for your operating system, browsers, and apps.
- Updates fix security issues and keep your computer running smoothly.
- Delete old or unused programs to reduce risk and free up space.

Learn more

- [Global Gurus](#) – Safe Downloading Guide
- [DigitalLearn](#) – Safe Downloading
- [Norton](#) – Safe Download File Insight
- [Microsoft Safety & Security Center](#)

Quick Practice

- Visit the settings on your device and turn on automatic updates.
- Review your installed programs and remove any you do not recognize.
- The next time you download something, verify it comes from an official source before clicking “Install.”



14. DIGITAL RESPONSIBILITY AND ONLINE RIGHTS

Copyright, fair use, and understanding online rights and responsibilities.

Why it matters

Being a good digital citizen means using the internet responsibly and respecting the rights of others. Understanding copyright, fair use, and your online freedoms helps you share, learn, and create confidently while protecting your own work.

1. What Is Digital Responsibility?

- Digital responsibility means acting responsibly and respectfully online.
- It includes how you communicate, share information, and protect others' privacy.
- Being a good digital citizen builds trust and helps create safer online communities.

2. Understanding Copyright & Fair Use

- Copyright protects original work like writing, art, photos, music, and videos.
- You cannot copy or reuse others' work without permission unless it is clearly labeled for reuse.
- Fair use allows limited use of copyrighted material for education, news, or commentary, but always give credit to the creator.
- Look for Creative Commons licenses, which explain how you can share or reuse content legally.

3. Protecting Your Own Work

- Add your name or a copyright notice when sharing your work online.
- Use Creative Commons tools if you want to allow others to reuse your content.
- Avoid sharing full copies of paid materials (like textbooks or videos) without permission.
- Report anyone using your work without credit through the website's support or copyright form.

4. Knowing Your Online Rights

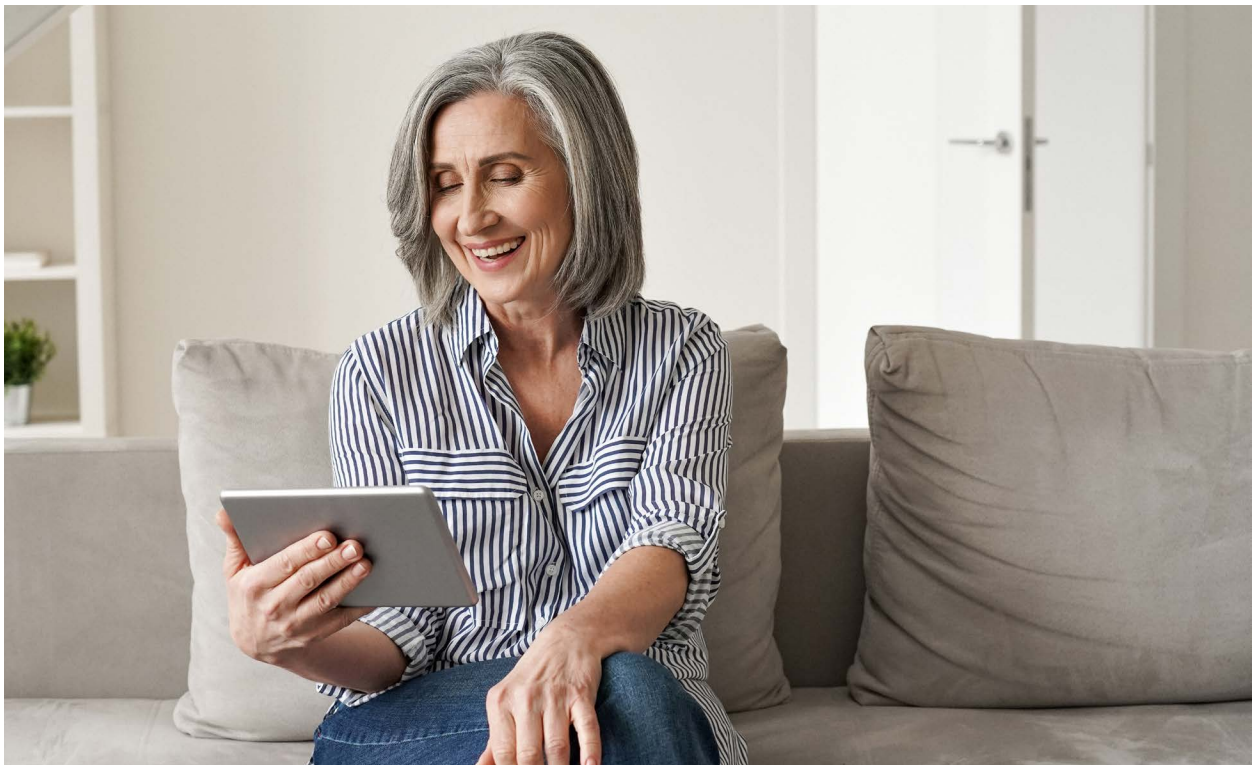
- You have the right to free expression and to control your personal data.
- You also have the responsibility to follow laws and respect others' rights.
- Read website terms of service to understand how your data and content are used.
- Use privacy settings to manage who can view or share your content.

Learn more

- [University of Michigan Copyright Office](#)
- [Creative Commons](#)
- [Electronic Frontier Foundation \(EFF\)](#)
- [Stanford Copyright & Fair Use Guide](#)

Quick Practice

- Visit Creative Commons and explore how to license your own work.
- Check if a photo or video you want to share is copyrighted before posting it.
- Write one sentence about what digital responsibility means to you.



15. FINDING AND USING ONLINE LEARNING RESOURCES

MOOCs, library content, skill-building platforms.

Why it matters

The internet offers thousands of free and low-cost opportunities to learn new skills. From basic computer use to advanced job training, online learning helps you grow personally and professionally right from home or your local library.

1. What Are Online Learning Resources?

- **MOOCs** (Massive Open Online Courses) are free or low-cost classes from universities and experts around the world.
- Libraries and community colleges often offer digital learning tools for members.
- Skill-building platforms like Coursera, Khan Academy, edX, and LinkedIn Learning help you learn at your own pace and track your progress.

2. Getting Started

- Choose a subject that supports your goals, such as digital skills, customer service, healthcare, or trades.
- Create a free account on a trusted platform.
- Start with short beginner courses to build confidence.
- Schedule regular study time – even 15 minutes a day makes a difference.

3. Tips for Successful Learning

- Take notes and save important links or videos for later.
- Practice what you learn with real examples or small projects.
- Ask questions in course discussion boards or community groups.
- Share your progress on LinkedIn or with your Michigan Works! career coach.

4. Earning and Using Certificates

- Many platforms offer completion certificates you can add to your resume or LinkedIn profile.
- Check whether the course is free or has a paid certificate option before enrolling.
- Keep your certificates organized in a folder or cloud storage account.

Learn more

- [Coursera](#)
- [Khan Academy](#)
- [edX](#)
- [LinkedIn Learning](#)

Quick Practice

- Visit one of the learning sites above and create a free account.
- Enroll in a short beginner course.
- Save the link or certificate in your “Learning” folder for future use.





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