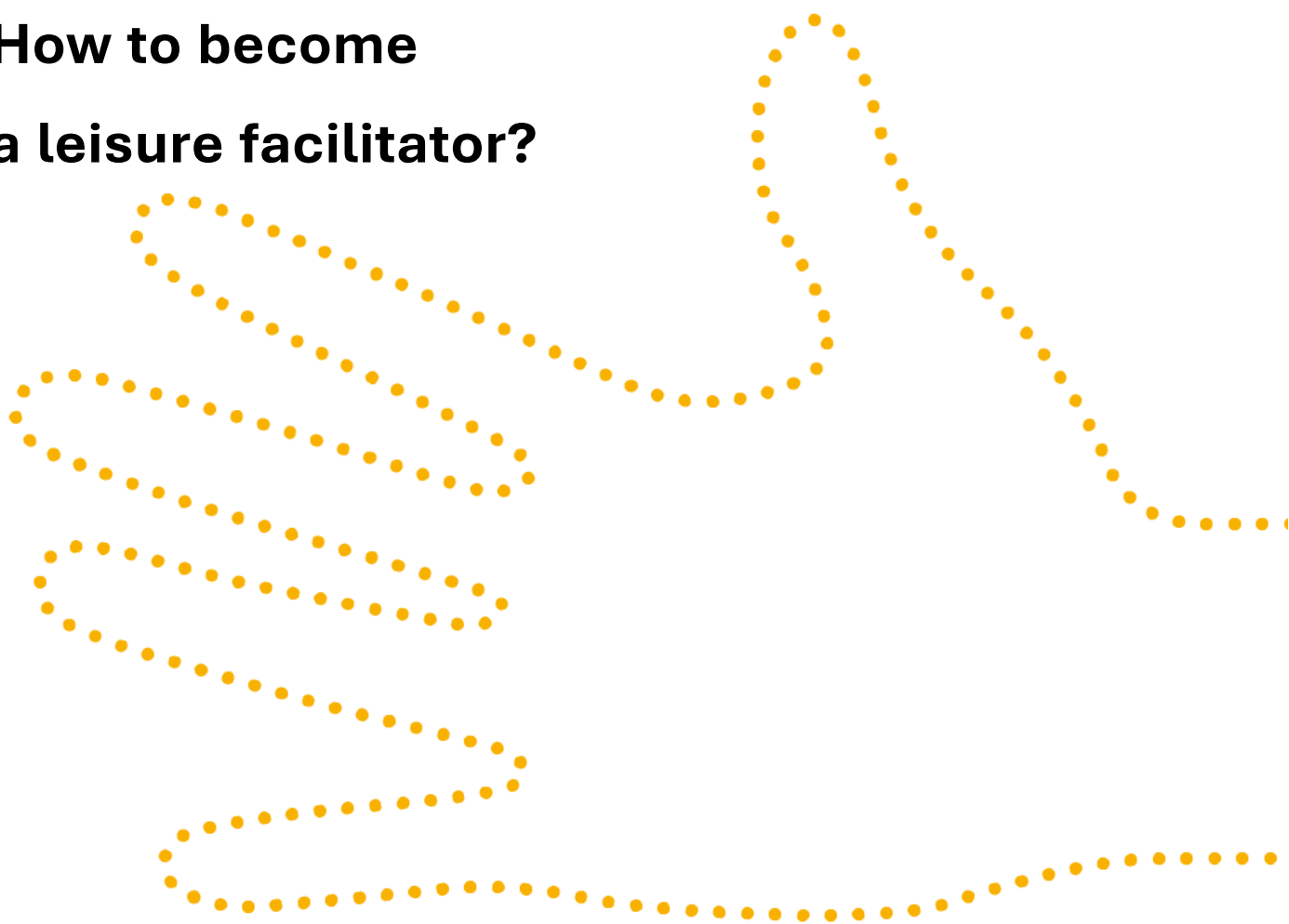


Toolkit for People with learning disabilities

How to become
a leisure facilitator?



ACCESS to Leisure

Adult education Courses on Capacity-building for the Engagement and Support of Self-advocates in the field of Leisure

2021-1-HU01-KA220-ADU-000033395

Co-financed by the European Union's Erasmus+ programme.

Project duration: from February 2022 to July 2024

© – 2024 – Hand in Hand Foundation. All rights reserved. Approved for the European Union under conditions.

Partnership applies open license and permit use, adaptation and distribution of the material.

<https://kezenfogva.hu>

<https://www.atempo.at/>

www.facebook.com/CenterVAL

www.hubbie.brussels/nl

<https://tukena.fi/>



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Contents

Information about the toolkit	5
Icon legend	5
Introduction: What is this toolkit about?	7
How to use a QR-Code in this toolkit?	9
Possible Reasons when the QR-Code does not work?	11
The role of IT tools in leisure everyday use	12
1. Use the Internet to find leisure activities	13
1.1 Finding general leisure activity information with a search engine	13
1.2 Finding specific leisure activity information with a searching engine	16
1.3 Finding specific events on Facebook	19
2. Use the Internet to arrange a meeting or to communicate	20
2.1 E-Mail	21
2.2 Telephone	25
2.3 Contact form	25
2.4 Social media	26
3. Use the internet for leisure activities	27
3.1 Online games	28
3.2 Social Media	29
3.2.1 Facebook	30
3.2.2 Instagram	32
3.2.3 WhatsApp	33
3.2.4 YouTube	35
3.2.5 Tik Tok	36
3.2.6 Pinterest	37
3.2.7 Dating Apps and Platforms	37
4. Internet Safety	39
4.1. Online Behaviour	39
4.2. Data Security and Protection	43
4.3. Advertisement and Adblockers	46

4.4. Fake News 48

4.6. SPAM E-Mails 49

5. A few words at the end51

***Appendix*52**

Sources pictures: 52

Sources QR Codes:..... 52

Sources icons:..... 52

Information about the toolkit

Icon legend

Next to each chapter is one or more icons. These icons show what the chapter is about and for which tool it is important.



Solution

This symbol means that there is a solution to a previously encountered problem.



Created by ARPATUT DASUKI
From the Icon Project

Search engine

This symbol means that the topic Search engines occurs here.

Search engines is a search function on the Internet.



Created by ARPATUT DASUKI
From the Icon Project

Social media

This symbol means that the topic of social media is present here or that a tool is a social medium.



Created by ARPATUT DASUKI
From the Icon Project

E-Mail

This symbol means that the subject here is e-mail. Emails are digital letters that you send to each other online.



Created by ARPATUT DASUKI
From the Icon Project

Telephone

This symbol means that the topic contains telephone or telephoning.



Created by Chute Icons
from Noun Project

Contact form

This symbol means that the communication tool contact form occurs here.

This is a possibility to contact a leisure club or anything similar directly through their website.



Created by Chute Icons
from Noun Project

Online Games

This symbol means that we are talking about online games here.

These are games that you play on the Internet mostly together with other people.



Created by Chute Icons
from Noun Project

Internet Safety and Security

This symbol means that this is about Internet safety and security.

This means things you should know to be safe on the Internet. These chapters are very important.



Important

This symbol always appears next to an infobox.

It means that there is a very important tip in this info box.

Often it is about Internet safety.

Introduction:

What is this toolkit about?

This toolkit is about tools that are helpful for organising and spending leisure time.

These tools are online tools.

This means that you need a

- computer
- smartphone
- or tablet

The device needs internet access to use them.

If you are interested in enriching your leisure time with the use of digital tools, this toolkit will be of interest to you.

The **first chapter** explains how to use the internet to find new and interesting leisure activities.

It also shows how to search for specific leisure activities in your area.

The search engine tool is explained in more detail.

The **second chapter** is about making contact and getting in touch when you have found a suitable leisure activity.

There are also different ways to do this, by e-mail or via social media.

These tools are explained in more detail in this chapter.

In the **third chapter**, this toolkit deals with tools that are interesting for spending leisure time.

The main focus here is on social media tools such as Facebook, Instagram or WhatsApp.

When using online tools,

it is important to know how to use them safely.

Therefore, the **fourth chapter** is about online safety.

This chapter is very important!

Especially the points treating

- online behavior
- data protection
- Fake news
- SPAM mails.

Please read them or talk to someone you trust about them!

You can use this toolkit as you need it.


You can read it in its entirety or read only the points that are of interest to you.

An example:

if you are only interested in tiktok,
read the chapter on tik tok.

tik tok is a social media tool and
the icon for social media tools is:



After you read the tik tok chapter please also read the parts in the internet safety chapter, that have the social media symbol  next to the headline.

Because these parts are also very important if you want to use tiktok.

This toolkit is not only text and descriptions that you can read.

We have used so-called QR codes to make it more interesting and exciting.

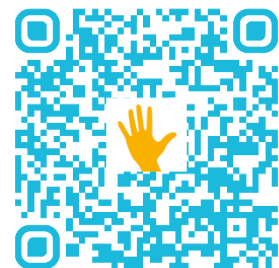
What a QR code is and how to use it is explained at the next page.

The online world is big and exciting, it can enrich your leisure time!


We hope this toolkit will be of help to you.

How to use a QR-Code in this toolkit?

A QR code is a picture-code that looks like this in the toolkit.



There is information hidden behind this QR code. This information is located on the Internet. To access this information you need a smartphone or a tablet.

Open the camera option  on your smartphone or tablet.

Then pretend to take a picture of this code.

But you don't need to press the photo shutter button.



Source 1

When your phone recognizes the code,
it will show you a frame around the QR code.



Source 2

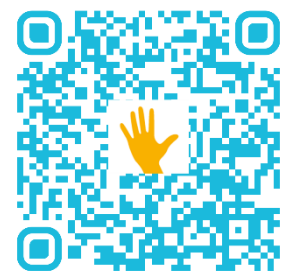
If you now click on the QR code on your screen,
you will automatically be taken to a web page.
The website that is hidden behind the QR code.

An example

Behind this QR Code
this webpage is hidden:

<https://www.qrcode-tiger.com/how-do-qr-codes-work>

You find there information about QR Codes
and how they work,
if you are interested in this topic.



Possible Reasons when the QR-Code does not work?


1. Internet access

You must have internet access on your smartphone or tablet.
If you don't have internet access on your smartphone or tablet the QR code will not work.

Solution 


In this case, you need to log your smartphone into Wi-Fi or turn on your mobile data.
You can do this in the setting options on your phone.
Ask for support, if you can not find it.

2. Older smartphone


If you have an older smartphone or tablet, it may not recognize the QR code via the camera function. 
In this case you need a QR code reader.

Solution 

You can easily download a QR Code Reader from your Appstore.
Search in the Search bar for “QR Code Reader”.

in your Google Play Store  or App Store 

One QR Code Reader App is for example:

QR Code & Barcode Scanner 

Download the app and open it.
Now you can scan the QR-Code in the app.
If it's too complicated for you,
get support!

The role of IT tools in leisure everyday use

There are many different leisure activities in the world.

The Internet can help to find and get to know different leisure activities.

You can use search engines for searching leisure activities.

You can also spend your leisure time on the Internet.

For example

- watching videos online
- playing games online
- using social media channels

So the Internet can be very helpful in your leisure time.

The Internet can help you to organize or spend your leisure time.

In this toolkit, we will discuss how you can use the Internet in your leisure time.

The toolkit has **4 chapters**:

1. Use the Internet to find leisure activities
2. Use the Internet to arrange a meeting or to communicate
3. Use the Internet for leisure activities
4. Internet Safety



Source 3

1. Use the Internet to find leisure activities



Created by ARPATUT DASUKI
from the Houn Project



Created by ARPATUT DASUKI
from the Houn Project

The Internet can help you organize your leisure time. It can help you find new ideas, but also special offers in your area.

You can use search engines, but also social media channels.

This chapter is about how you can use search engines and facebook to find suitable leisure activities.

1.1 Finding general leisure activity information with a search engine



Created by ARPATUT DASUKI
from the Houn Project

There are many different leisure activities. You don't know them all.

Sometimes it is good to find new ideas for leisure activities with the help of the internet.

The internet can help you find new leisure activities

Behind this QR code you will find a long list of possible hobbies and leisure activities.

This is only meant as a way to get to know new possibilities.

If you can't think of a possible hobby you can read the list.



You can maybe find new ideas
and inspiration for your leisure time.

Or you can search in a search engine yourself.

There are many different search engines on the Internet.

In a search engine you can search for a term.

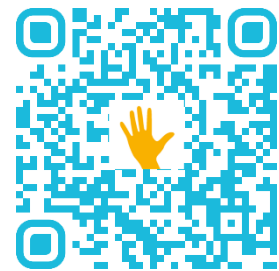
The search engine will show you everything it finds for that term.

Are you interested in
how a search engine works?

If yes, you can watch the video
behind this QR Code.

But it is not so easy to understand.

It is a complicated topic.



The most popular search engine is called Google.

There are also other search engines like:

- Bing <https://www.bing.com>
- Ecosia <https://www.ecosia.org/>
- DuckDuckGo <https://duckduckgo.com/>

 Microsoft Bing



You can find the search engine google
by opening Web Browser and
typing www.google.com
in the address bar at the top.

This is the logo of Google.

In the search bar below the logo,
enter the term you want to search for.



If you are looking for general information on a topic
enter the term here.

An example:

Do you want to learn to play the piano?
Then enter the words "learn to play the piano"
in the search bar and press the Enter button.



Then you will get a lot of search results on this topic.
Videos will be suggested to you,
with which you can learn easy piano pieces.
You will also find pages that explain
what you need to get started.

1.2 Finding specific leisure activity information with a searching engine

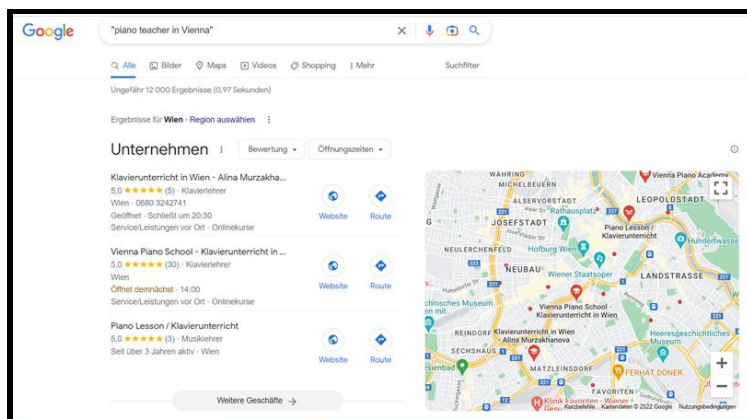


Created by ARIPATUT DASUKI
from the Noun Project

If you need very precise information for your leisure time activities, you have to search more precisely.

An example:

If you are looking for a piano teacher nearby your home, for example Vienna. Then search for "piano teacher in Vienna". If you press enter, many search results will come up. For example a webpage where several piano teachers from Vienna offer their services.



If you use google as a search engine, you will also see a map of Vienna at the top of searching results.

There you can see where piano teachers are giving lessons in Vienna. So you can also see which piano teachers are in your area. The search for a piano teacher was just an example.

Of course, you can search for completely different leisure activities.

If you like sports and are looking for a sports club nearby your home, for example Vienna, you can also enter "Sport clubs Vienna" in the search bar.

If you then press enter, different sports clubs in Vienna will be suggested to you.

If you want to do a specific sport, search for the sport and the name of your city. For example "Basketball Club Vienna" or "Play Basketball in Vienna".

If certain additional points are important to get a good search result, you should also enter them in the search bar.

An example:

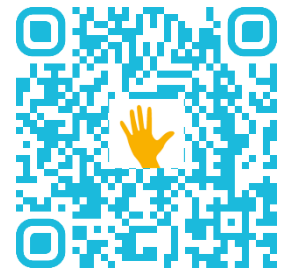
if you are in a wheelchair and therefore looking for a wheelchair basketball team. Then enter "basketball wheelchair vienna". Then you will be suggested pages that fit this topic.



Source 4

If you are searching for something really specific,
be aware that maybe there are no activities in your area.
Especially when you are living on the countryside,
maybe you have to search in a wider radius for this specific activity.

Behind this QR Code
a small online game is hidden.
You can check,
if you understand
the last topic about proper searching correctly.



1.3 Finding specific events on Facebook



If you already know and use Facebook,
You can also search for events there.
If you haven't had anything to do with Facebook yet,
but you are interested in it,
first read the topic Facebook on page 30.



If you have Facebook,
Try to find an upcoming event.

Do the following:

1. Login your Facebook account.
2. Tap in the lower right corner on your profile picture.
3. Tap on events.
4. You can choose,
in which area you look for events.
Automatically “in your area” is chosen.
5. You can enter,
in which timeframe you are looking for events.
6. Choose “this week” for events
in this week.

Behind this QR Code
a video tutorial is hidden.
Follow the steps in the video.
So you can find local events on Facebook
on your smartphone in the Facebook app.



2. Use the Internet to arrange a meeting or to communicate



The Internet can be helpful for leisure activities.

It can help to find leisure activities,
like explained before.

But it can also be helpful to get in contact
or arrange a meeting,
when you have found an interesting leisure activity.

If you have found an interesting leisure offer,
search this website for possible contact information.
This could be an e-mail address or a phone number.
Sometimes there is also a contact form to get in touch.

Or you can use a social media channel
to get in touch.


Social media channels are for example
Facebook or Instagram.

In this part of the toolkit we will explain
the mentioned contact options in more detail.

If you just want to book something
like a ticket for a cinema or concert visit,
there is often an online booking option on the home page.

You often need an account there
and an online payment opportunity.

An online payment opportunity would be for example
a Paypal account
or a valid credit card.

This is the logo of PayPal.  PayPal is a safe online payment method.

If you don't have either of these,
just call the organizer
and reserve a ticket.

This is often possible and
you can then pick it up at a ticket office
or at the box office at the event.

2.1 E-Mail



You can think of an email as a letter
that is sent by one person to another person
on their computer, tablet or smartphone.
An email is much faster and
less complicated than a normal letter.

An email arrives immediately after it is sent
and is seldom lost on the way.

If you send it to the correct email address.

To be able to write an email,
you need your own email address.

An email address usually consists of

1. your name (usually first name and surname)
2. then an @ (meaning "at")
3. a domain (company name)
4. a dot and a country code (.at stands for Austria)

An email address looks like that: **susan.smart@xyz.at**

You can create an email account very easily on the Internet.

When you create an email account,
you automatically have an email address.

You can also read emails sent to your email address.

The use of most email services works similarly.

We will take the Internet service

Gmail as an example.

On the right side is the logo of Gmail.

This service belongs to Google.

It is one of the most used platforms
for sending and receiving emails.



Other sites where you can create a free email account:

- www.gmx.com



- www.outlook.com



- www.yahoo.com



You can find more providers if you search for "Free mail providers" on the Internet in a search engine. Free mail means that you do not have to pay anything for the service.

If you want to set up an Email account, you can watch the video behind this QR Code. It explains how to set up a Gmail account.

You can create a Gmail account under the web address: www.gmail.com

If the description in the video is too complicated, ask for support.

If you already have an email address, great!

You can simply send an email from your email inbox to the contact **email address** provided.

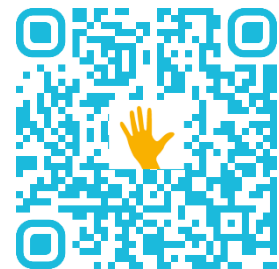
This means the mail address you found on the website that offers an exciting leisure activity.

In this email it is important to be specific.

For example, write in the **subject line** briefly what your mail is about.

For example:

“Request participation in leisure activity “
or “question about their leisure group”.



Then write a **short greeting**.

If you do not know the person on the other side, it is good to write more formally.

You should address the person by his/her last name.

If you do not know who will read this email, you can use a very general greeting.

For example:

"Dear Sir or Madam"

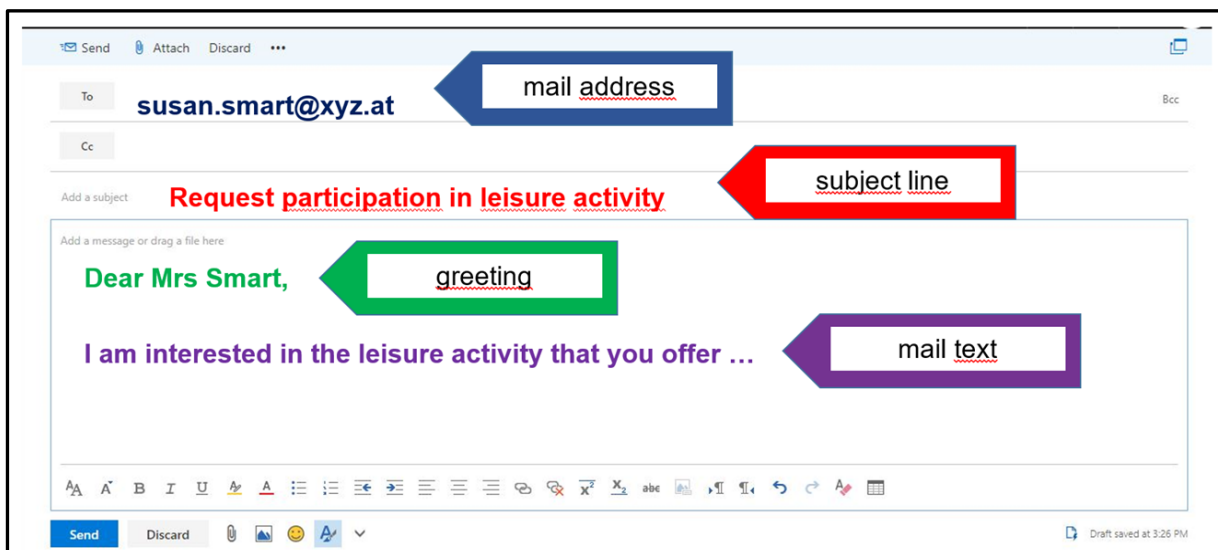
"Dear members of the association..."

After that, **briefly write your request**.

For example:

that you are interested in the leisure activity that is offered or that you have a question about the leisure time activity.

If you are unsure how to write it, get support from a person in your environment.



Close the email with a friendly goodbye and send it to the email address.

2.2 Telephone



Of course, if you find a phone number in the contact information you can just call. If you feel most comfortable with a phone call, then just call.

But before you call, think about what questions you want to ask and what is important for you to know. Perhaps it is helpful to take notes before.

If you have a hard time remembering things, it is good to write down the information. Maybe then it is better to write an email. Because you can read the E-Mail repeatedly.



2.3 Contact form



On some sports club pages or even with other leisure groups, you will find a contact form on the homepage.

This means that you can contact the club via this form.

In a contact form, you normally enter your name and email address at the beginning, so that you also get an answer. The answer will then be sent to your email address.

Contact Us

Name *

E-mail *

Message *



After that you also write
like in an email,
a short greeting and your request.
Think about what questions you have
and what is important to you.

Finally, write a polite farewell and send the contact form.
You will receive an answer as already explained to your email address.

2.4 Social media

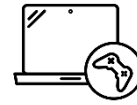


Sometimes you can find leisure clubs,
associations on social media
and you can contact them there.
If you already use a social media channel,
you probably know how to write a message there.
If you don't yet, it's easier for you to send an email.
Again, be very specific and clear in your message.

Why are you writing it?
What do you want to know?
Think beforehand exactly what is important to you.
And do not forget to greet at the beginning
and to say goodbye at the end.

If you are interested in the social media topic in general,
you get further information in the next chapter.

3. Use the internet for leisure activities



Created by Christa Brown
for Head Project



Created by Christa Brown
for Head Project

You can really spend a lot of time on the Internet,
if you want to.

Many people spend a lot of their leisure time there,
sometimes even all of it.

There are a lot of things you can do online in your leisure time.

For example:

- playing a computer game
- watching videos
- or using social media.

It's great when you find something
online that you enjoy doing.
But make sure you have
other free time activities in real life.
Because you can also quickly get
addicted to the online world.

For example, to social media
or even to an online computer game.
Then you sit the whole day
in front of your smartphone or
the computer and neglect real life.
That's not healthy.



Source 5

***If you have the feeling that this applies to you,
then get support.
Because it is often not so easy to just stop.***



3.1 Online games



Created by Pixabay.com
www.pixabay.com

The online world is gigantic.
There are now so many different online games,
that you lose the overview.
Some games are free, for some you pay money.
Some games are just short games and
others you can play for years.

Especially if you play
an online role-playing game, for example.
There you also meet other players
and sometimes get to know new people.
This is nice, but please be careful!



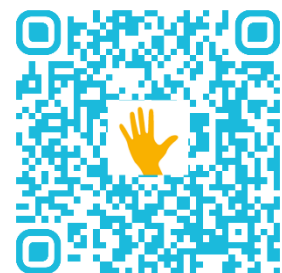
Created by Pixabay.com
www.pixabay.com

***Never give private data to people
in Online-Games.***

***Don't tell too private details about yourself and
never give out your password,
login data to other online players.***

***You never know who is sitting at the computer on the
other side!***

Behind this QR Code you can find a list
of different online games.
If you are interested in this topic,
you can go through the list
and get maybe new game ideas
for your next online adventure.



3.2 Social Media



There are many different social media channels. What they all have in common is, that you can communicate or collaborate there with other people online.

Depending on the platform, you can share:

- pictures
- photos
- videos
- status messages

with your friends or even strangers.

A status message is simply a message that you want to share with the world.

For example:

What's new with you right now.

Or if you have a special restaurant tip or a recommendation for a movie.

Be careful what you share!

Read the chapter Internet Safety on page 39.



The best-known and most frequently used social media are described in more detail below.

3.2.1 Facebook



Facebook is a social network.

This means that you can stay in touch with people online. They belong to your social network or environment, hence the name.

This is the logo of facebook.



Like other social media tools

Facebook is a part of the meta company.

On Facebook, you can create your own profile.

On this profile,

you reveal things about yourself

that you like to show to the world.

You can upload photos or share your favorite movie.

You can also tell others

what you are doing at the moment.

For example:

“I am really happy today. I am going to the cinema”

You do this with a status message.

Your friends can comment on this status or give you a reaction.

A reaction can be for example a thumb up.

You can decide who can see what in your profile.

You can decide in the settings

whether all Facebook users can see your entire profile

or only your Facebook friends.

You can look at other people's profiles and

send them a friend request.

If they accept your friend request,
you can see their whole profile and
they are in your friends list.

You can also send private messages
to other Facebook users.

Or join a Facebook group and
write with the other group members there.

For example:

You can join a leisure group.

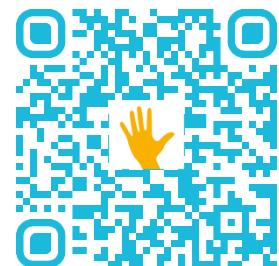
Maybe your favourite sports club has a Facebook group
you can join.

Many things are possible on facebook.

If you want to try it out,
you can create a profile at

www.facebook.com

Behind this QR code you will find a video,
that will give you an introduction
how- to- use facebook.



3.2.2 Instagram



Instagram is a social network like facebook.

This is the logo of instagram.



Instagram has a focus on video and photo sharing.

That means that you can share photos and videos with your instagram friends or the instagram community.

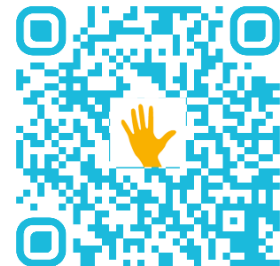
You can edit your photos and videos and add music.

On Instagram, you can follow people and see when they post their photos or videos.

If you are interested in Instagram and would like to create an account you can do it here:

www.instagram.com

you will find a how-to video behind this QR code.



3.3.3 WhatsApp



WhatsApp is a free messaging service.

This means you can write messages to others via WhatsApp.

This is the logo of WhatsApp.

Unlike SMS, WhatsApp works via the internet.

WhatsApp works on the smartphone via an app.



If you have the WhatsApp app on your mobile phone, you can also use WhatsApp on your computer.

You can call and exchange:

- text,
- photo,
- audio and
- video messages

with others across the globe.

You can create groups and send messages to them, or make a video call.

There are also other messaging services that work similarly to WhatsApp.

Other messaging services are:


- Signal
- or Telegram



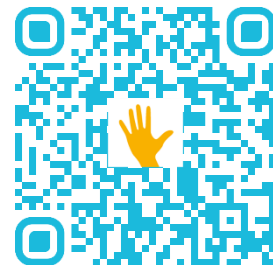
If you want to try WhatsApp,
you can download it from your

- Appstore
- or google play store



Open it and type WhatsApp in the search bar.
It will take you to the app WhatsApp. 
Now download it.

Behind this QR Code
you find a how-to-use
WhatsApp video.



3.2.4 YouTube



YouTube is a website where you can share and watch videos online. This is the logo of YouTube. You can watch YouTube videos on any device with internet access.



To do so, type www.youtube.com into your internet browser.

In the search bar on YouTube, you can search for the terms you want to watch videos about.

This is the same as with other search engines.

To share your own videos, you need to register. Then you can upload a video on your channel. You can imagine your channel like a television channel. Whoever goes to your channel can watch all the videos you have uploaded.

If you want to create a YouTube channel, you have to register

You can find a “how-to-create a YouTube channel” video behind this QR code.



You have to keep in mind that you are not allowed to upload just any video!

You must have made it yourself or have a permission to upload it.

The people who appear in the video must also give you permission.



3.2.5 Tik Tok



Tik Tok is a video sharing platform.

This is the logo of Tik Tok.



You can create or watch short 15-second videos there.

These videos are often accompanied by music or edited with filters.

You can watch tik tok online without an account as guest user.

You cannot share videos without an account.

You can use tik tok via app on your smartphone
or on your computer.

You need internet access.

Many young people use Tik Tok.

And spend a lot of leisure time there.

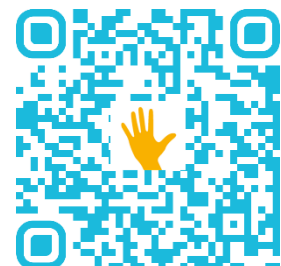
The videos are usually about funny topics or dancing.

For example:

A famous tik toker posts a dance video
and many other tik tok users copy this dance
and make videos themselves.

But you can also just watch
and like other people's videos and comment on them.

If you want to create a Tik Tok account,
watch the video behind this QR code.
It explains how to create a Tik Tok account
and how to use it.



3.2.6 Pinterest



There are many different social media tools.
Pinterest, for example.

This is the logo of Pinterest.



On Pinterest you can get new craft and creative ideas or
you can share your own.

If you like crafting and creativity,
you can find many ideas here and
it can enrich your leisure time.

If you are interested in Pinterest
and want to try it out,
you find a how-to-use video
behind this QR code.

The internet address of Pinterest
is www.pinterest.com.



3.2.7 Dating Apps and Platforms






If you are looking for a partner or new friends,
there are also Dating Apps on the internet.

On a Dating App you get to know new people and
later maybe date them in real life.

Often people look for
a girlfriend or boyfriend online.

But some dating platforms
also offer the option of looking for friends.

Popular dating platforms are:

- Tinder 
- Lovoo 
- Bumble 

You can sign up there for free.

There are also dating sites that cost money.

Like, for example parship



or special dating platforms for people with a disability like:

- Dating4disabled
- or Disability matches



***But please be careful.
There are also many people on these sites
who are not friendly
or have very specific intentions.***

***If you would like to use a dating platform,
please talk to a support person about it
and decide together which one might suit.***



4. Internet Safety



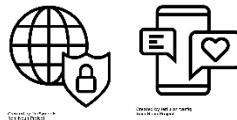
The internet offers many opportunities, but unfortunately also some dangers. There are things you should know before entering the online world.

In this chapter we will look at the basic things you should be aware of. But also how you should behave yourself online.

Behind this QR Code you find a video with 11 safety tips for your online Security. We will describe the most important things about online safety also in this chapter.



4.1. Online Behaviour



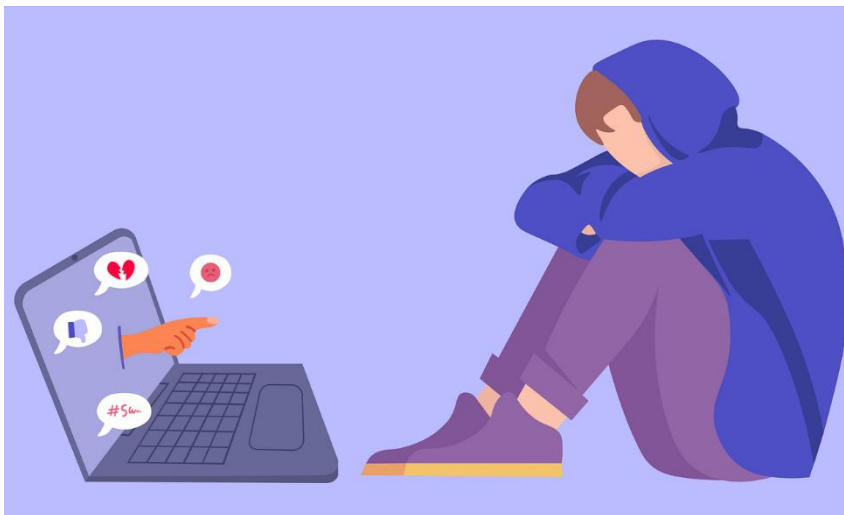
The online world is huge. There are many different things to discover and many different people to meet.

On social media and in an online game: You sit safely at home and can easily communicate with others and express your opinion.

These possibilities tempt some people to become unfriendly.

Because they feel safe and anonymous. Anonymous means that nobody knows who they are in real life.

Some comment does not suit them or makes them angry and they might become very unpleasant. They think that their behaviours has no consequences. Many unpleasant things happen on the net, such as **cyberbullying** or **hate speech**.



Source 6

Cyberbullying is to be very mean online to a person.

For example:

- Posting mean things under someone's picture.
- Sharing malicious untruths about a person.
- Posting pictures that embarrass someone.
- Writing nasty messages to someone.

Cyberbullying is illegal.

If it happens to you, report it.

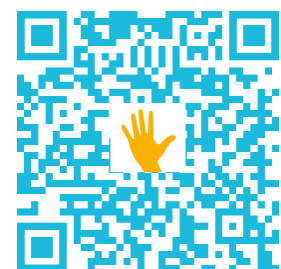
Block the bully on your accounts, so that he/she cannot contact you anymore.

Report the bully at the platform or social media where it happens.

Seek support in your environment.

Cyberbullying is not okay, and the bully must take responsibility for it.

Behind this QR Code you find a short video explanation of cyberbullying and what to do.



Hate speech means that someone speaks very meanly about a person or a group of people and does so publicly.

When I post something on the Internet, it's public. It's like saying it in front of a large group of people. Many people can usually read it.

That's why we say hate speech,
also when it's written.

You should think carefully about what you write.

If you write very mean things about
another group of people because they have
for example a different skin colour
or come from a different country,
this is not okay.

You should not devalue people
because they are different from you.
Even people with disabilities
can be affected by hate speech.
Hate speech is in general not okay.

If you see a comment that
contains hate speech,
report it!

You can do that on all online platforms.
If you don't know how to report it,
get support.
Hate speech has no place on the internet!

There are other things that can happen on the Internet
that are not okay.
It always has to do with being unfair,
hostile to someone else or betray someone.
Read the chapter SPAM Mails on page 49.
to get information about SPAM mails and their danger.

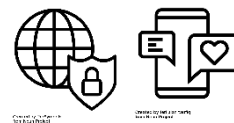
In general, you should be respectful and friendly to each other online, as well as in real life.

Just because you're not really facing each other doesn't mean you can behave differently than you would in real life. Mean messages are hurting real people. Never forget that.

***Be kind to others,
but do not accept malice against you
and others!
Say stop, block them and get support.***



4.2. Data Security and Protection



It is important to think carefully about what data you disclose online. Because the internet doesn't forget.

This means that everything you upload can be downloaded by someone else before you delete it.

Therefore, you should be very careful with what you share online.

It's a good idea to check your privacy settings on your social media accounts. You can set who can see your posts, what information you share with the platform and what you show publicly.

On facebook for example
you can check your privacy settings
in **“Settings and data protection”**.

Ask someone for support,
if you cannot find it.



Besides, there are big companies that trade with data.
Data are information about people,
like your:

- email address
- age
- hobbies
- what you buy online.

That's a bit difficult to understand.
But it's important to know
that it's a good idea not to give
too much information about yourself.

Always read the privacy policy
when you register on a platform.
It can happen that otherwise
your data will be passed on.

An example:

You register on a shopping site with an account and are looking for something specific.

For example you search for a new bobble hat.

Two minutes later, you suddenly receive an email. This email contains a special offer for you.

It says “bobble hats are -20%” on a site you've never visited before. How do they know you are looking for a bobble hat?

The answer is that when you signed up to the shopping site, you agreed to the **privacy policy**.

This privacy policy allows your information to be shared by the site. So the site has shared your data with another shopping site. That's why you suddenly get an offer for bobble hats from another site.



Source 8

To avoid this, check the privacy policy before you join a site. Otherwise it can happen that you are suddenly bombarded with advertising or similar.

Behind this QR Code you find a video about another example, what can happen when you don't check the privacy policy.



Never give things like your passwords, bank details or other very personal data to other people on the internet.

Even if someone says they are your friend and wants to help you.

Such people are scammers!

Talk to someone you trust in real life on this topic even if you are asked by a supposed friend.

4.3. Advertisement and Adblockers



Advertisements are online almost everywhere. If you use something on the Internet that is free, for example a gaming App or a free E-Mail-Account, you will be constantly surrounded by advertisements.

You can't completely escape advertisements online. But there are so called Adblockers, which partially block advertising. For example in a YouTube video or advertising that pops up on other websites online.

You can install an Adblocker on your computer and on your smartphone.

There are Adblocker programmes that you can download for your computer.

There are Adblocker Apps for your smartphone in your App store.

computer or laptop:

For example, uBlock Origin is a free Adblocker, which works with every web browser.

This is the logo of uBlock Origin 


You can download it here:

[uBlock Origin - Free, open-source ad content blocker.](#)



Ask for support if it is too difficult for you to download and install.

smartphone:

On your smartphone it's easier to install an App like "Brave Web Browser".

This is the logo of the App. 

You can find it in on your smartphone in your:

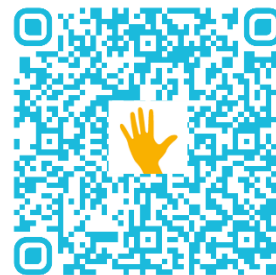
- App Store 
- or google play store 

Here you can find the Adblocker app hidden behind a QR Code:

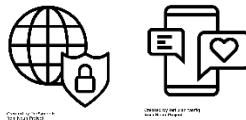
For Android Smartphones:



For iPhones:



4.4. Fake News



Fake news is news or information that is not true.

You can reach a lot of people online.

You can simply claim or post something and many people read it.

But only a few check what they read.

And so it happens that someone puts a false claim in the world and in the end many people think that it is true.

An example:

in 2016 someone posted on social media that Michelle Obama, the wife of the US president deleted the twitter account of the famous politician Hillary Clinton.

This is false, but many people believed it.

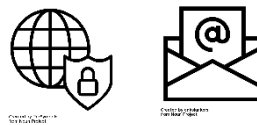


Source 7

If you are not sure that an information you find online is true or not you can always check the information on online fact checkers, for example: <https://www.factcheck.org/>

It is important not to believe everything you read on social media or other forums. Better check it out!

4.6. SPAM E-Mails



If you have an email address, you have probably received SPAM emails.

A SPAM email is an unsolicited email that contains one of the following:

- advertisements
- fake news
- a computer virus.

A virus is a program that steals your data and often paralyses your device.

Often you are blackmailed to get your data back.

Blackmailing means, they want money to give you data back.

A fake message would be a mail.

for example:

Someone is mailing you and wants to give you 1 million euros and that you should get in touch.

No stranger gives you money just like that.

These people want to deceive you.

You should not react to such an E-mail.

SPAM Emails can look very different.

Sometimes you don't even recognise them, because they look normal.

for example:

A mail from your bank telling you that you have to re-register and re-enter your bank details in this link.

This is also a SPAM mail.

You have to look carefully at such mails, who has sent them and

You have to be very careful!

Therefore, it is important not to open such Emails, especially attachments.

Instead, delete them immediately.

If you are unsure, ask someone around you for help.

5. A few words at the end

In this toolkit you have heard a lot about online tools.

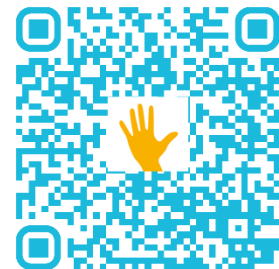
Where they are helpful and where you need to be careful.

Online tools can really enrich your leisure time. Without leaving home, you can find new activities to spend your free time, socialize or exchange ideas with friends. The possibilities are almost unlimited.

Finally, we have prepared a small quiz hidden behind a QR code.

In this quiz you can test the knowledge you have acquired from this toolkit. You can see if you have memorized everything well.

If necessary, read it again in detail.



Have fun using the online world!

Appendix

Sources pictures:

Source 1: openclipartvektors, "QR Code Scan!", pixabay, 02.05.2024,
<https://pixabay.com/de/vectors/qr-code-scanner-barcode-156717/>

Source 2: selfmade Photo,copyright, L.Franz;

Source 3: coffebeanworks. „mobile devices“,pixabay, 8.11.2022.,
<https://pixabay.com/de/vectors/mobile-ger%c3%a4te-laptop-webseite-2017980/>

Source 4: Kampusproduction, "basketball player in whellchair"; pexels, 25.11.2022;
<https://www.pexels.com/de-de/foto/mann-spielen-sport-ball-6249666/>

Source 5: Mohamed_hasan;"Man in bed with laptop"; pixabay; 30.11.2022;
<https://pixabay.com/de/vectors/mann-laptop-bett-l%c3%bcgnerisch-6148629/>

Source 6:HtcHtm; "cyber bullying boy"; pixabay, 16.11.2022;
<https://pixabay.com/de/illustrations/rechner-cyber-mobbing-kerl-junge-5777377/>

Source 7: NoName_13;"Fake news"; 02.05.2024,
<https://pixabay.com/de/illustrations/fake-fake-news-medien-laptop-1903774/>

Source 8: drawing made by L. Schenkermaier

Sources QR Codes:

All QR Codes are made with the free website:
<https://www.qrcode-monkey.com/de/>

Sources icons:

All icons are from the Noun Project



Created by ARIPATUT DASUKI
From the Noun Project

magnifier glass: Created by Aripatut Dasuki



Created by FERILAN TAUFIQ
From the Noun Project

social media icon: Created by feril ulan taufiq



Created by Creative Stall

telephone icon: Created by Creative Stall



Created by Nur Hasanah

email icon: Created by Nur Hasanah



Created by Alex Burte

contact form icon: Created by Alex Burte



Created by Chunk Icons from Nean Project

gaming icon: Created by Chunk Icons



Created by iconpacks

Internet safety icon: Created by iconpacks



Important Icon: Created by Bohdan Burmich