

# Digital Hygiene & Responsible Use of Technology

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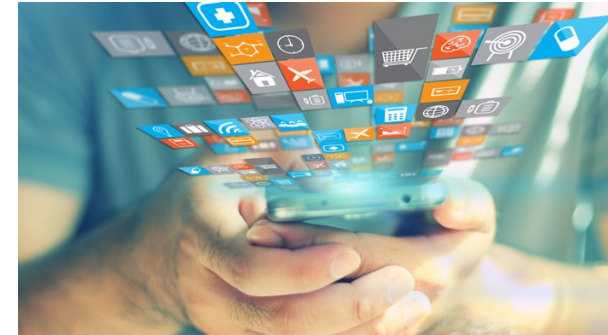
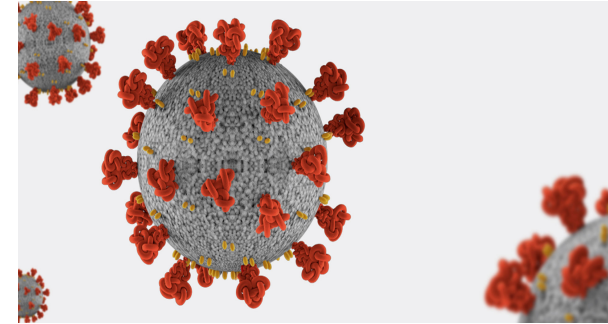


**LEADING THE WAY**  
KHALĪFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN



# Introduction

- Covid-19 has increased the use of digital technology and online time in our lives
- Digital citizens living in a digital world and environment
- ‘Virus’ and ‘infectious diseases’ in our digital lives – cures are rooted in the digital hygiene and responsible use of technology





# Digital Hygiene

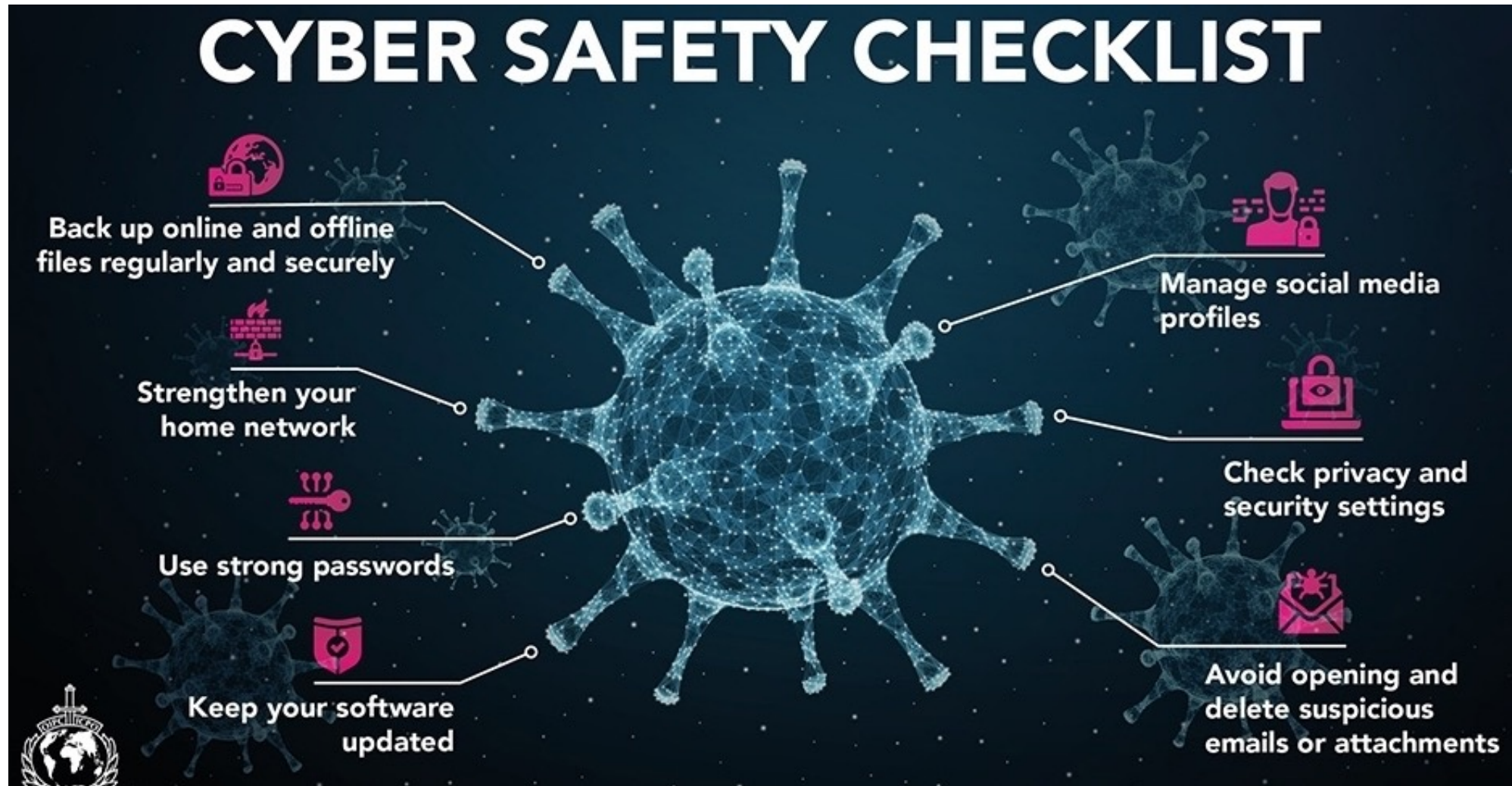
⇒ perform routine-based digital practices in order to minimize cyber risks

• Four themes :

- ☑ Using up-to-date software
- ☑ Securing and managing password
- ☑ Ensuring legitimate and secured software
- ☑ Protecting and living healthy online as responsible digital citizens.



# Digital Hygiene



# Digital Hygiene



## 1. KEEP YOUR SOFTWARE UP-TO-DATE

This includes all software, starting from your operating system (Windows, MacOS, Linux, etc) to applications (office suites), browsers (Chrome, Firefox) and plug-ins, extensions, etc. Remove any unused software.



## 2. KEEP YOUR ANTIVIRUS UP-TO-DATE AND LIVE SCAN ON

Make sure to install an adequate antivirus and anti-malware software. Also, make sure it's always up-to-date and the "live scan" feature is enabled.



## 3. MANAGE YOUR FIREWALL

Make sure your firewall software is installed and up to date. Also, it is highly advisable to manually check all rules (and edit/remove if necessary) in your firewall. NB! Having a firewall on network level doesn't mean you should not have a firewall on device level as well.



## 4. USE STRONG PASSWORDS

Do NOT use dictionary words or passwords based on keys location on the keyboard (QWERTY, etc). Include uppercase letters, numbers and symbols. Use different passwords for different places.



## 5. USE PASSWORD MANAGER

Password managers make it easier to use STRONG and UNIQUE passwords in different websites. Both, free and commercial, options are available. Use very strong password for your password manager.



## 6. USE TWO-FACTOR AUTHENTICATION (2FA)

Use of two-factor or multi-factor authentication adds an extra layer of security requiring not only something you know (password) but also something you have (mobile phone, for example).



## 7. KEEP YOUR MAILBOX AND DEVICE(S) SECURE AND CLEAN

Take extra steps to keep your mailbox tidy and secure. Compromised mailbox can authorize access to your accounts on other websites, social media, etc. SECURE and TIDY are the keywords here.



## 8. DOWNLOAD SOFTWARE ONLY FROM LEGITIMATE SOURCES

Do NOT download and install any games or software from dubious sources. This includes torrent downloads, "cracked" software downloads, etc. Most commercial software packages have free and reputable alternatives.



## 9. BACKUP OFTEN AND ENCRYPT

Make backups and make them often. Also, make sure to secure your backups - this includes encrypting your data and securing the physical devices like USB sticks or removable hard drives.



## 10. LIMIT YOUR DIGITAL & SOCIAL FOOTPRINT

Social networks are fun but you should be aware that they broadcast a wide array of information about you, your colleagues and your organization to anyone, including bad actors. Limit the information available about you online, especially to people you do not know.



## 11. BE AWARE OF ANY PHISHING ATTEMPTS

It can be anything, email or dm from a bank, email service provider, mobile phone company, etc - please take time and consider if the request is legitimate. Also, double check all the links and make sure they are correct. <https://yourbank.xyz.com> is not <https://yourbank.com>



## 12. DON'T BE AN EASY TARGET

Develop a "security first" mindset. Stay cautious and keep yourself up-to-date in the world of cyber security. Heed the advice of security guidelines and best practices.

12 digital hygiene commandments by digitalhygiene.net



# Digital Hygiene

- Online time increase – should add value to life rather than time wasting
- Be aware of possible increase exposure to negative contents
- Practicing good digital hygiene – reduce stress level that may lead to anxiety and depression



# Responsible Use of Technology

⇒ using and engaging with technology safely, respectfully, and ethically

- Protecting access to information and devices – guided through policies, rules or regulations
- Adhering to digital laws (cyber laws) – e.g. intellectual property (software licensing, copyright, fair use, etc.), personal data (protecting and respecting privacy online, etc.)





# Responsible Use of Technology

- Using technology must come with the right purposes and intentions (because we just can't leave it to those who created the technology)

SEARCH The New York Times

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[Book and employees Form to Fight What](#)  **CRITIC'S NOTEBOOK**  
The Rise of the Social Media Fembot


 **OPINION**  
What It's Like to Live in a Surveillance State

**PAID POST: HUAWEI**  
How Will Skyscrapers of the Future Look? Ask Huawei

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## *Early Facebook and Google Employees Form Coalition to Fight What They Built*

By NELLIE BOWLES FEB. 4, 2018



Jim Steyer, left, and Tristan Harris in Common Sense's headquarters. Common Sense is helping fund the The Truth About Tech campaign. Peter Prato for The New York Times

SAN FRANCISCO — A group of Silicon Valley technologists who were early employees at Facebook and Google, alarmed over the ill effects of social networks and smartphones, are banding together to challenge the companies they helped build.



# Responsible Use of Technology

- To do good (*amar ma'ruf*) and prevent harm (*nahi mungkar*), e.g. prevent cyberbullying, no spreading of fake news, etc.



# Conclusion

- Digital hygiene and responsible use of technology are complimentary to one another
- both have similar purpose – to sustain healthy digital citizens living in the digital world, to survive and be resilient in the digital world
- Living in the digital world with practice of digital hygiene and being responsible in using technology means technology has to be used for encouraging good and refraining unlawful activities.
- Practicing digital hygiene is considered as a prevention to ensure harmonious digital living.
- The impact of high quality of digital hygiene practices may transform users to use technology for enhancing their spiritual wellbeing





...for your eyes, ears and heart

