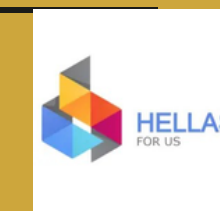




Dofinansowane przez
Unię Europejską

organized by *We add Wings* 

partnered by



Welcome message

Dear Reader,

Welcome to your guide on Digital Hygiene and Cybersecurity—a comprehensive manual created as a result of our collaborative training course BE SMART in a smart world. This handbook reflects the shared knowledge, insights, and best practices explored during our journey together.

In today's interconnected world, staying safe and maintaining good digital hygiene is more important than ever. Whether protecting personal data, safeguarding devices, or navigating online spaces responsibly, your actions have a direct impact on your security and that of others. This manual serves as a practical resource, empowering you to make informed decisions, reduce risks, and cultivate habits that enhance your digital well-being. Inside, you'll find actionable tips, key principles, and tools to navigate the digital landscape securely.

Your participation in the training has already set you on the path to becoming a digital security advocate. This handbook is here to support you as you apply and expand on what you've learned. By taking these practices forward, you contribute to a safer and more resilient digital community.

ONCE UPON A TIME IN MILÓWKA...

In September 2024, in Milówka, located in the Beskid Mountains in southern Poland, we gathered as an international group from Poland, Latvia, Spain, Hungary, the Netherlands, Slovenia, and Greece.

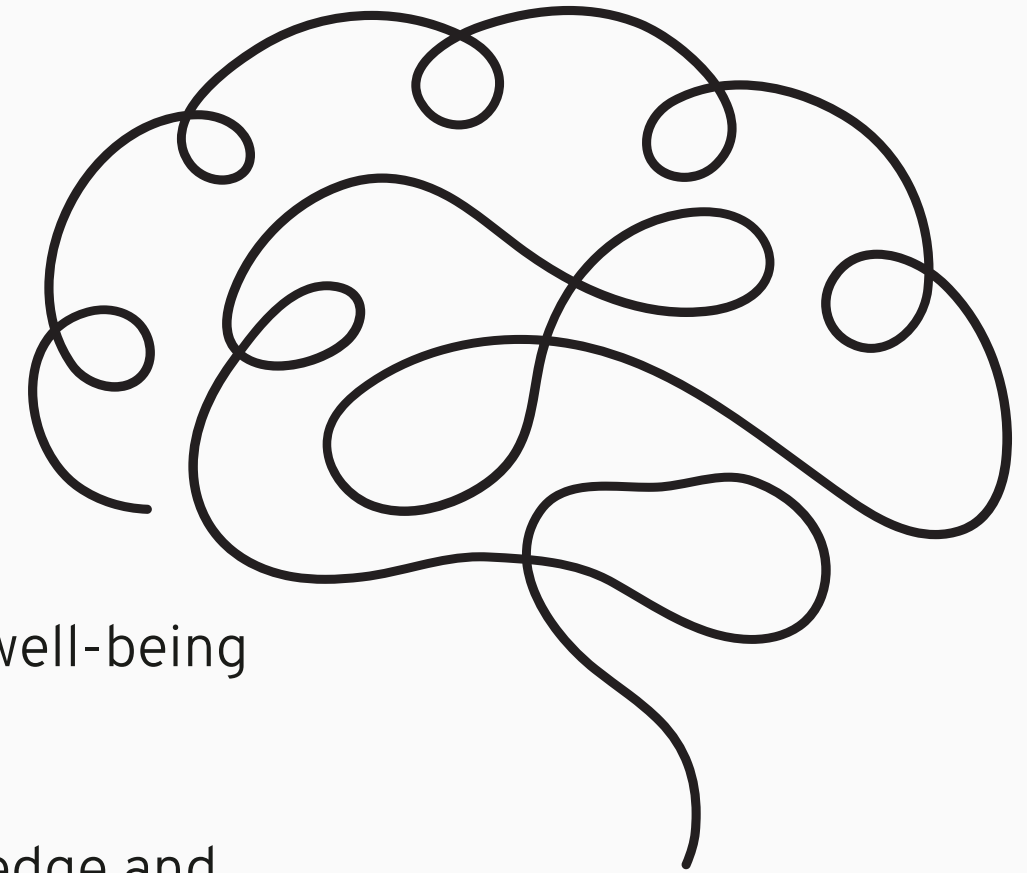
The group consisted of social workers, youth workers, and individuals interested in gaining a deeper understanding of human interaction with new technologies.

Through engaging workshops, dynamic discussions, and inspiring activities, we delved into topics like digital literacy, critical thinking, and smart tech solutions for everyday life.



Goals

of the training and handbook



- ✓ Equip people with knowledge and methods for digital hygiene.
- ✓ Encourage responsible use of the internet, smartphones, and other screen tools to promote well-being.
- ✓ Boost critical thinking
- ✓ Enhance digital well-being
- ✓ Share the knowledge and experience.
- ✓ Introduce mindfulness, body movement and yoga practice.
- ✓ Translate knowledge into action.

Dyigital Hygiene

Tech revolution is a challenge for our body, especially for our brain. The main challenges are:

- Information overload
- Reduced attention span
- Social isolation and emotional detachment
- Multitasking and Cognitive Fatigue
- Increased Stress and Anxiety

*Digital hygiene is health-protective behavior related to the use of information and communication technologies, especially screen devices.**

* based on Digital Citizenship Institute definition

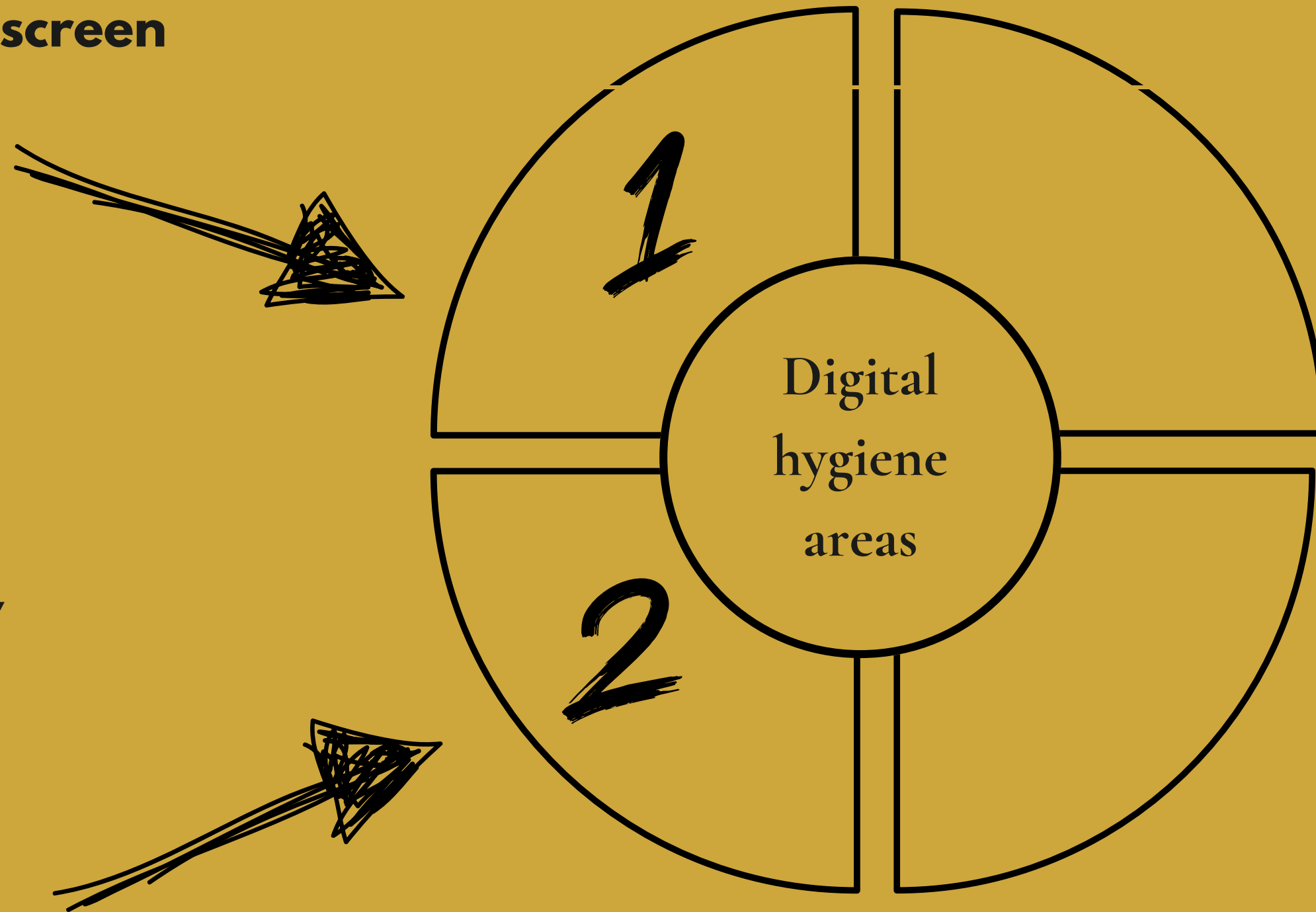
Digital Hygiene - 4 areas

Setting boundaries and exercising control in the use of the internet and screen devices.

- Screen time control
- Limiting contact with screen devices
- Focus on activities

Data Protection & Security

- Secure sharing
- Personal data protection
- Protection against malicious
- Software or data theft

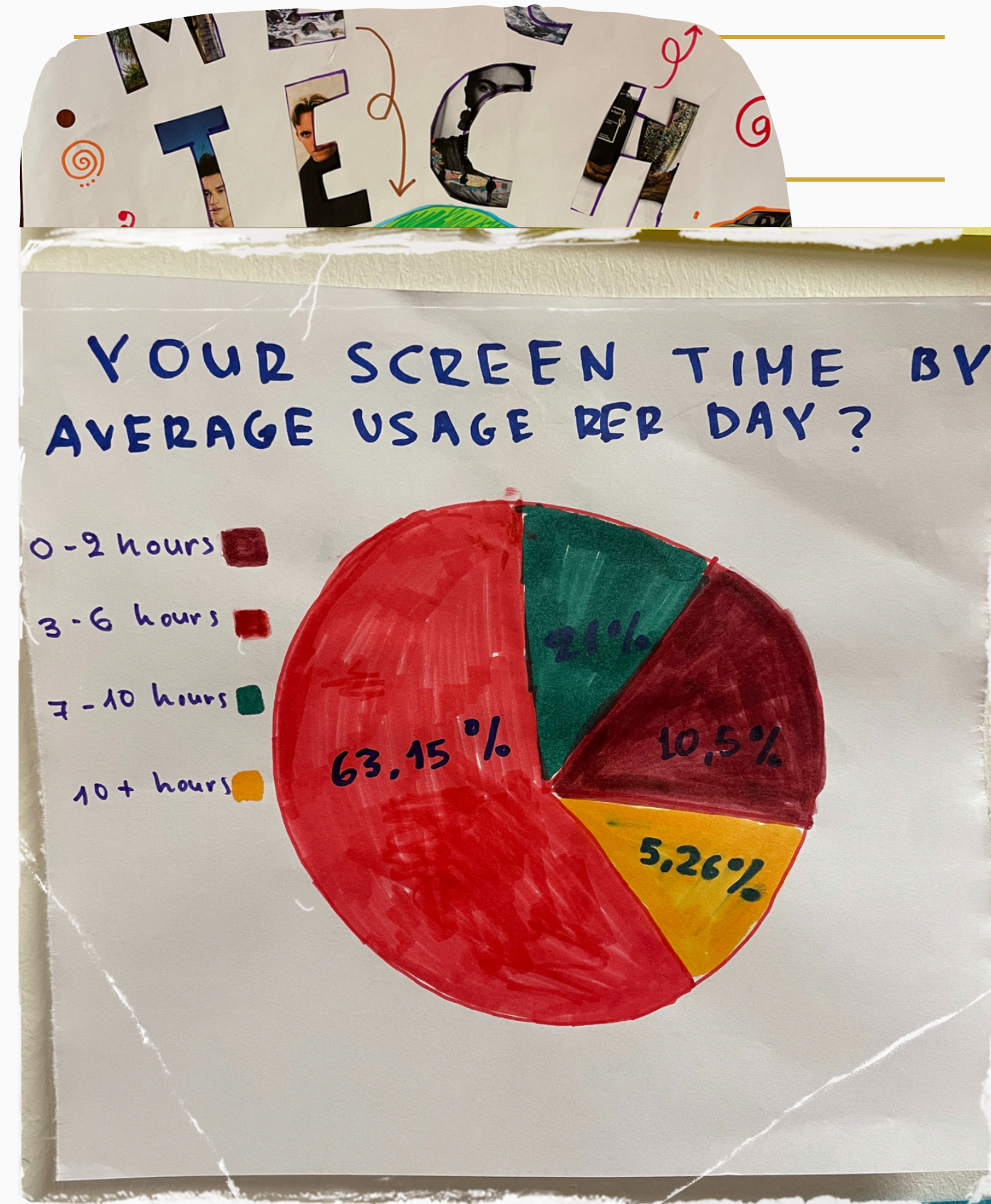


Screen time

European Union: The average time people spend in front of their screens is around 6 to 7 hours per day which includes time spent on mobile devices, computers, and other screens.

Worldwide: the average spends a total of 6 hours and 40 minutes looking at a screen each day. This includes

- 2 hours and 23 minutes scrolling through social media channels,
- 1 hour and 25 minutes of streaming music.
- 49 minutes of listening to podcasts.
- And the majority of this (3 hours and 50 minutes) is spent on mobiles.



Grab some tips

- First, turn off notifications
- Secondly, if you don't want your phone to distract you, keep it out of sight.
- Don't **start** or **end** your day by looking at your phone.
- Find a **physical space** for your phone, f.e in box on one shelf, and try to keep it there once you're at home.

,If you scroll while waiting for something, think what you can do instead?

2 minutes = breathing exercise
5 minutes = sudoku
10 minutes = mindfulness practice
15 minutes = meditation

* based on Digital Citizenship Institute definition

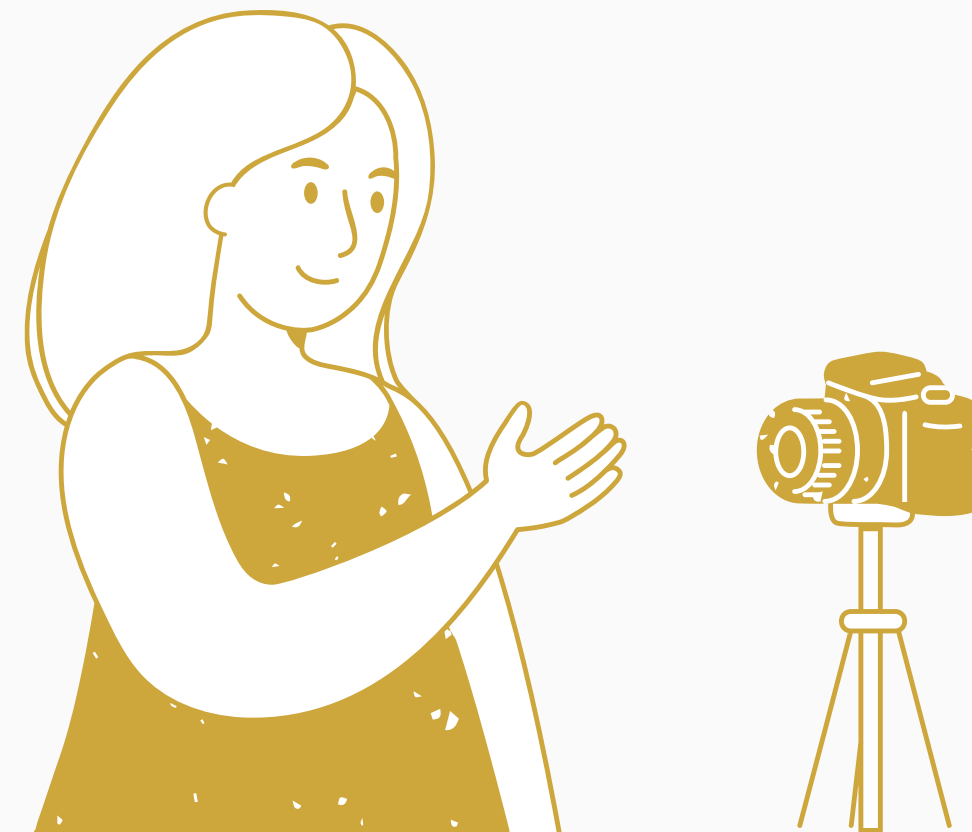
Content Creator

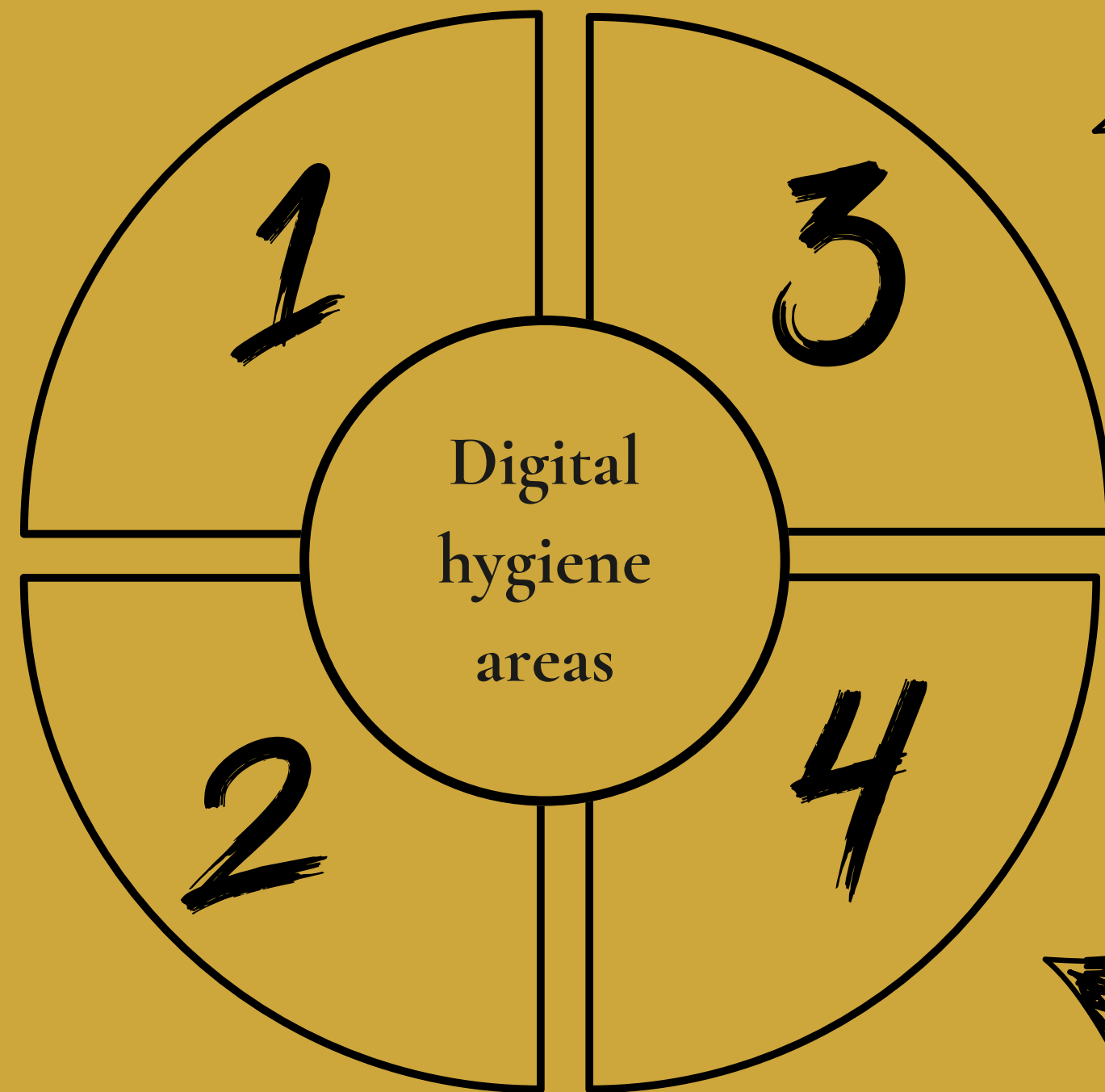
To create a responsible and healthy digital culture, individuals and organizations must promote positive digital behavior, such as:

- **Ethical Sharing:** Share only verified, credible content and avoid spreading misinformation.
- **Mindful Engagement:** Engage in respectful online discussions, avoid inflammatory language, and practice digital etiquette.
- **Supporting Media Literacy:** Teach and support media literacy skills among friends, family, and colleagues to create more informed digital citizens.

Activities to Foster Responsible Digital Use:

- **Media Literacy Workshops:** Hold sessions to teach people how to identify fake news, recognize bias, and evaluate sources.
- **Prepare a digital etiquette** for yourself and people you work with/ teach.





Creating and receiving information on the Internet

- Responsible content creation
- Content selection and verification
- Responding to disturbing or dangerous content

Health-Promoting Behaviors

- Quality of sleep
- Mindful eating
- Protection against infections
- Correct body position and daily physical activity
- Hearing protection
- Building good interpersonal relationships
- Dealing with emotions and stress
- Maintaining safety in road traffic

Dopamine

The Brain's Reward Chemical

Dopamine is a neurotransmitter that plays a key role in the brain's reward system, influencing motivation, pleasure, and learning. When we engage in enjoyable activities—like eating, exercising, or achieving goals—dopamine is released, creating a sense of satisfaction.

Smartphones and social media exploit this system by offering instant gratification through notifications, likes, and endless scrolling. Each interaction triggers small dopamine surges, making these platforms highly engaging and, for some, addictive. Over time, this can lead to a cycle where the brain craves constant stimulation, reducing focus and satisfaction from other activities.



Dopamine

How to Regain Control:

1. **Limit Exposure:** Set specific times for using social media and avoid aimless scrolling.
2. **Create Boundaries:** Use app timers or grayscale mode to reduce appeal.
3. **Replace the Habit:** Engage in offline activities like reading, exercising, or socializing in person.
4. **Practice Mindfulness:** Pause before opening an app to reflect on your intent.

Scrolling is similar to gambling.
Releases dopamine by creating a
feedback loop of anticipation,
social validation, and novelty
(news).



Disinformation

Understanding the Threat

Disinformation is deliberately false or misleading information spread to manipulate opinions, create division, or achieve specific political, social, or financial goals. Its consequences can be severe, including the erosion of trust in institutions, polarization of communities, and the spread of fear or harmful ideologies.



Disinformation - what comes to your mind
when you hear this word?
(question asked during the sessions)



Disinformation protection

1. **Verify Sources:** Cross-check information with reliable and reputable outlets.
2. **Think Critically:** Question sensational headlines and consider the motivations behind the content.
3. **Recognize Emotional Triggers:** Disinformation often uses fear or anger to cloud judgment.
4. **Limit Echo Chambers:** Expose yourself to diverse perspectives to reduce bias.



Cybersecurity

Cybersecurity refers to the practice of protecting systems, networks, and data from digital attacks, theft, or damage. It involves a set of technologies, processes, and practices designed to defend computers, servers, mobile devices, electronic systems, and sensitive data from unauthorized access or malicious activities.



Best Practices:

- Use Strong Passwords and apply MFA
- Be Cautious with Links and Attachments
- Limit Personal Information Sharing
- Keep Software Updated
- Use Secure Connections
- Regularly Back Up Data

Key Message: Protecting your digital presence requires awareness and proactive measures. Stay informed, cautious, and vigilant to ensure your safety online.

Data Protection

GDPR (General Data Protection Regulation) is a regulation enacted by the European Union (EU) to enhance the protection of personal data for EU citizens and to standardize data privacy laws across member states. Implemented on May 25, 2018, GDPR aims to give individuals greater control over their personal data and to hold organizations accountable for how they collect, store, and process this data.



✓ Personal Data

Personal data refers to any information that identifies or can be used to identify an individual. This includes names, addresses, email addresses, phone numbers, identification numbers, or online identifiers like IP addresses. Essentially, it's any data that relates to a person and can be traced back to them.

✓ Sensitive Data

Sensitive data is a subset of personal data that requires higher protection due to its private nature and potential for misuse. This includes information like health records, biometric data, racial or ethnic origin, political opinions, religious beliefs, sexual orientation, and financial details.



Dopamine Detox

Dopamine Detox is a strategy aimed at reducing overstimulation and resetting the brain's reward system by limiting activities that provide instant gratification, such as social media, video games, and junk food. The concept is based on the idea that continuous exposure to high-dopamine activities can lead to tolerance, where the brain requires more stimulation to achieve the same level of pleasure, ultimately reducing motivation and satisfaction in everyday life.

Dopamine Detox is challenge, not a permanent change. If you want to change something it will require TIME and good PLAN

Exercise

STEP 1: Make self assessment

- check how much time you spend on your phone;
- analyze which app you use the most;
- observe yourself during the day and be mindfull.

STEP 2: Ask yourself WHY do you want to change status quo?

f.e high stress level, lack of concertation, procrastination, low self-esteem, etc.

STEP 3: Plan the change

What exactly you would like to change?
How you gonna execute the plan?

If not scrolling then what?

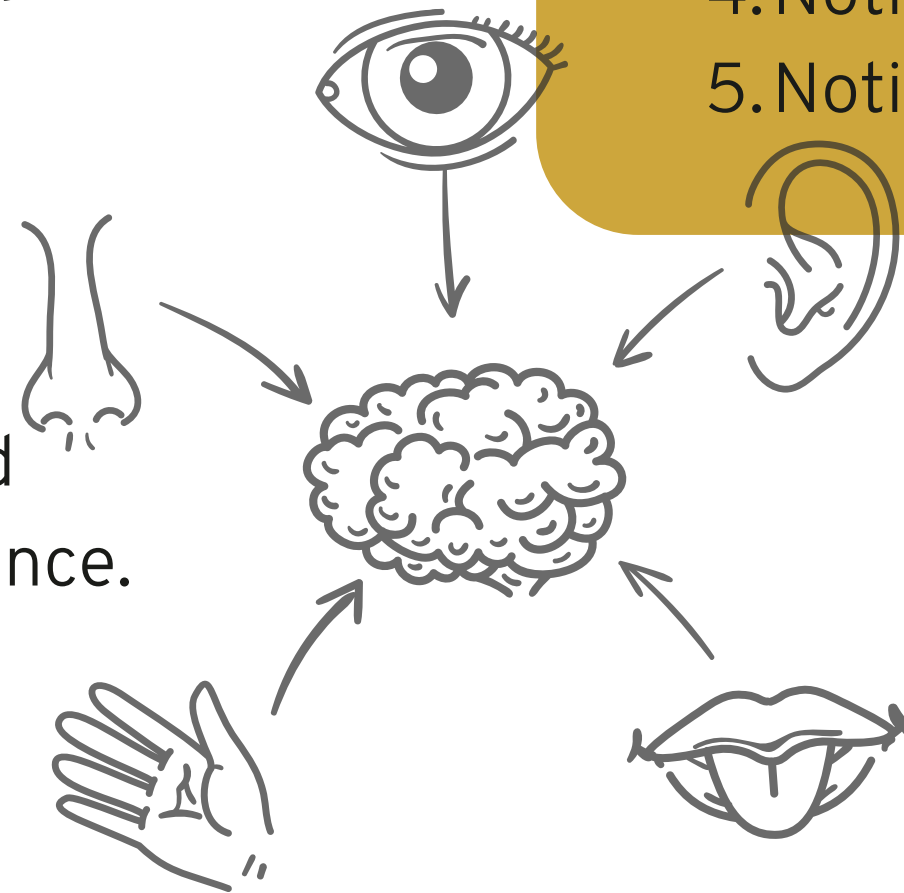
As we discovered of the basic mechanisms standing behind social new technologies and its addictive potential we tried to find alternatives and medicine for decreasing attention span and overstimulation.

- ✓ mindfulness
- ✓ analogue hobby
- ✓ body movemnt
- ✓ yoga & meditation



Mindfulness

Mindfulness is the practice of being fully present and aware of the current moment, without judgment. It involves focusing on your thoughts, feelings, and surroundings, often through techniques like deep breathing or meditation. By cultivating mindfulness, you can reduce stress, improve focus, and develop greater emotional resilience.



Exercise

The 5-4-3-2-1 exercise is a grounding technique often used to manage anxiety, stress, or overthinking by reconnecting with the present moment through your senses. Here's how it works:

1. Notice 5 Things You Can See
2. Notice 4 Things You Can Feel
3. Notice 3 Things You Can Hear
4. Notice 2 Things You Can Smell
5. Notice 1 Thing You Can Taste

Analog Hobby

Engaging in analogue hobbies, such as painting, gardening, knitting, or playing a musical instrument, is beneficial for the brain because it encourages focus, creativity, and mindfulness without the distractions of digital screens. These activities help strengthen neural pathways by requiring fine motor skills, problem-solving, and sustained attention.

Additionally, analogue hobbies provide a mental break from the overstimulation of digital environments, reducing stress and improving emotional well-being. They can also enhance memory, boost dopamine through achievement, and promote a sense of fulfillment through tangible, hands-on results.



Exercise

Mind Map “MeXTechnology”

Body Movement

Body movement, whether through dance, yoga, tai chi, or even simple stretching, has profound therapeutic effects on both the body and mind. Movement helps release tension, increase blood flow, and boost the production of endorphins, the body's natural "feel-good" chemicals. This reduces stress, alleviates symptoms of anxiety and depression, and promotes overall emotional balance.



Therapeutically, movement helps reconnect the mind and body, fostering greater self-awareness and emotional expression. Practices like dance therapy or somatic exercises allow individuals to process trauma and emotions stored in the body.

Physical activity also improves cognitive function by enhancing neural plasticity, making it a powerful tool for mental health and personal growth.

Incorporating mindful movement into daily life encourages relaxation, emotional healing, and resilience, while fostering a deeper sense of presence and well-being.





The 4 Dimensions of Movement: Rudolf Laban's Framework

Rudolf Laban, a pioneer in movement analysis, developed a framework to understand and describe human movement through four key dimensions: Weight, Space, Time, and Flow. These dimensions provide a holistic lens for analyzing how we move, communicate, and express ourselves physically.

1. **Weight:** The Effort and Energy Behind Movement
2. **Space:** The Direction and Shape of Movement
3. **Time:** The Rhythm and Tempo of Movement
4. **Flow:** The Continuity and Control of Movement

Yoga&Meditation

Yoga positively influences the brain by reducing stress and enhancing emotional regulation through the activation of the parasympathetic nervous system. Regular practice increases the production of calming neurotransmitters like GABA and strengthens brain areas associated with memory, focus, and decision-making, such as the hippocampus and prefrontal cortex. Additionally, yoga fosters mindfulness, which helps improve overall mental clarity and resilience.





As Homo Digital, our lives are deeply integrated with technology. Stay mindful of your body, manage your stress, and nurture your relationships—both online and offline. In doing so, you'll be able to enjoy the benefits of the digital age while maintaining overall health and happiness.

Usefull tools

✓ Phising simulation game

<https://play.phishmeifyoucan.com/>

✓ Fack cheking tools

- <https://www.factcheck.org/>
- demagog.pl
- [Snopes.com](https://snopes.com/)

✓ Password manageres

- LastPass,
- 1Password,
- NordPass
- Norton
- Keeper



Sources

✓ Books

1. Dr Anders Hansen (books in Polish “Wyloguj swój mózg”, check relevant for your countries)
2. Dr Gerd Gigerenzer books, f.e this one <https://www.amazon.com/How-Stay-Smart-World-Intelligence/dp/0262046954>
3. Dr Anna Lembke: Dopamine Nation: Finding Balance in the Age of Indulgence
4. Christopher Wylie “Mindf*ck: Inside Cambridge Analytica’s Plot to Break the World”.

✓ Multimedia sources

1. The future of jobs 2023 report - <https://www.weforum.org/publications/the-future-of-jobs-report-2023/in-full/>
2. Tool for checking the strength of the password - <https://www.weforum.org/publications/the-future-of-jobs-report-2023/in-full/>
3. Psychological Targeting https://www.youtube.com/watch?v=Mkl_TrPmKgA
4. The Social Dilemma – document on Netflix
5. Digital Citizenship Institute in Poland <https://cyfroweobywatelstwo.pl/>
6. Future Institute <https://infuture.institute/en/>
7. Wired Magazine <https://www.wired.com/>
8. Cyber Security <https://www.youtube.com/watch?v=inWWhr5tnEA&list=PLEiEAq2VkUUJfPOj5nRounXvf3n17PCft>

What was for you the most useful part of the training course and why?

We asked our participants this question, here are some answers:



“To know about the tools and techniques about cybersecurity and knowledge about the digital footprint, this very important because every one is under the influence of these factors but they don't feel it. For me it's important because I come accross new concepts of these things and refresh my skills in these factors”



“The most useful part of the training course for me was the practical application of concepts. Being able to immediately apply the knowledge in hands-on exercises or real-world scenarios helped solidify my understanding. This approach made the material more relatable and easier to retain, while also giving me the confidence to use these skills in the future”.

Good luck on
your way to find
a balance in tech
world.

