



THE LEGENDS FACILITATOR'S TOOLKIT

2. Digital Literacy for Older Adults



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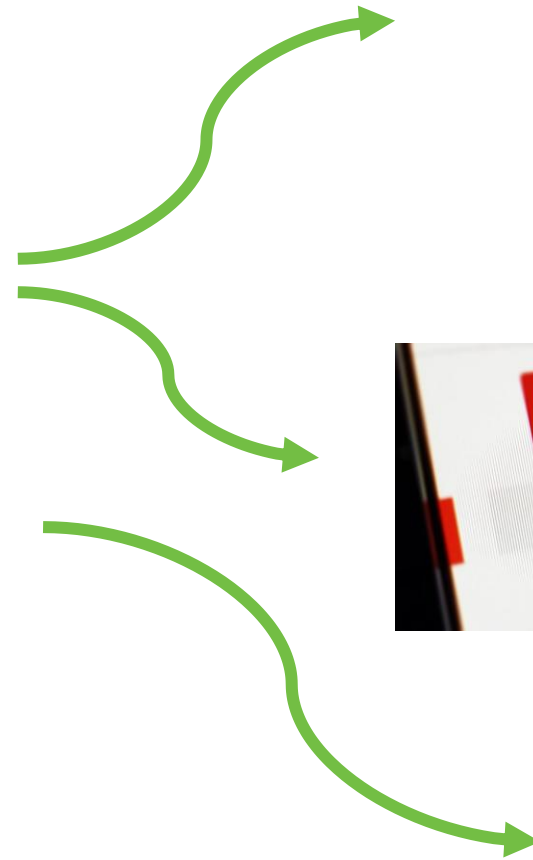
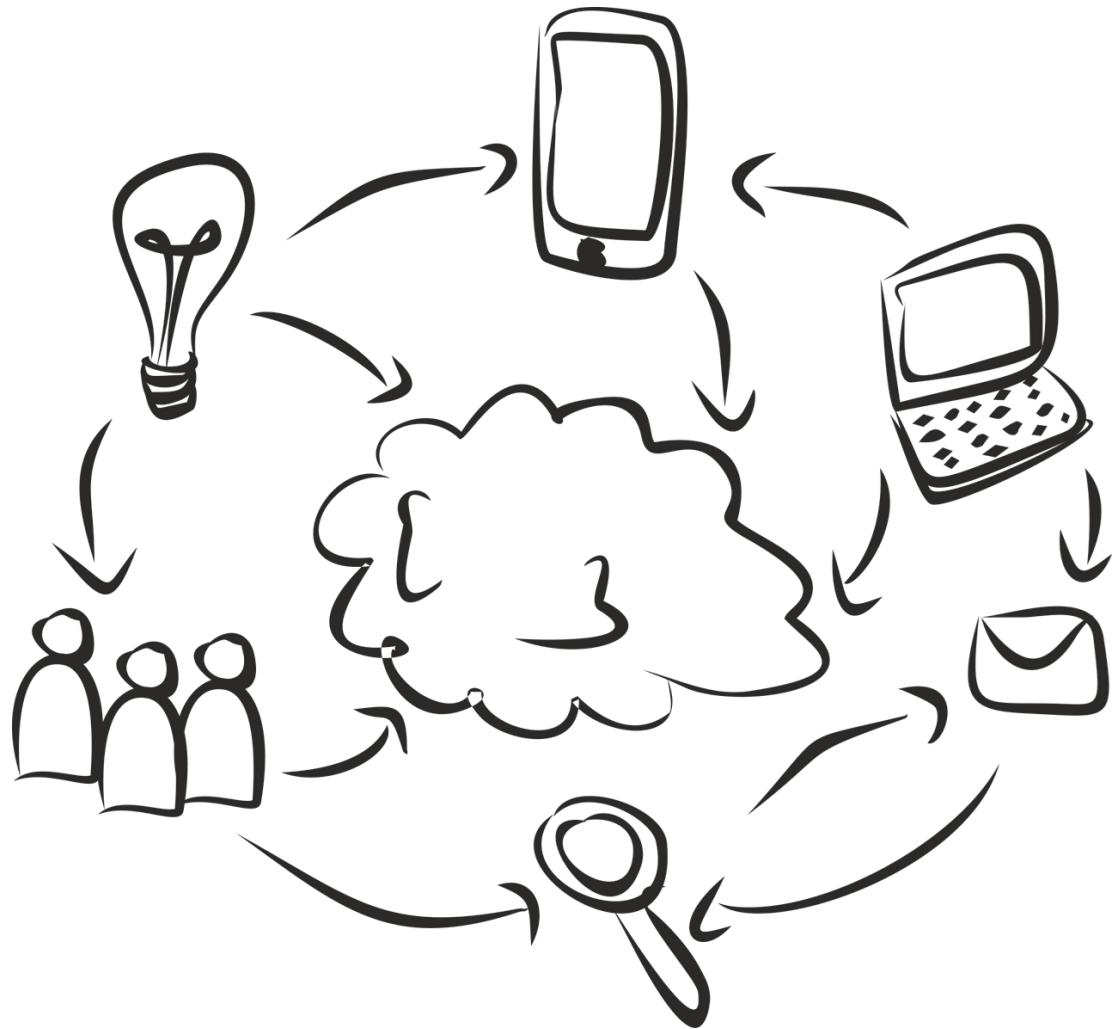
Icebreaker Activity

Picture this! Icebreaker Activity



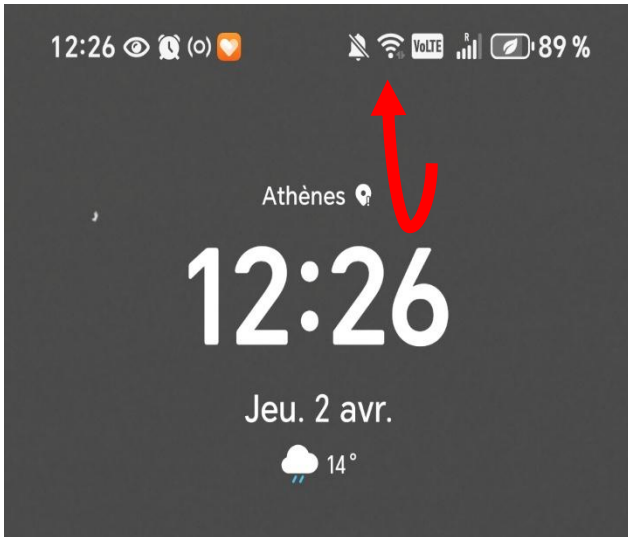
The Basics of the Internet

The Basics of the Internet



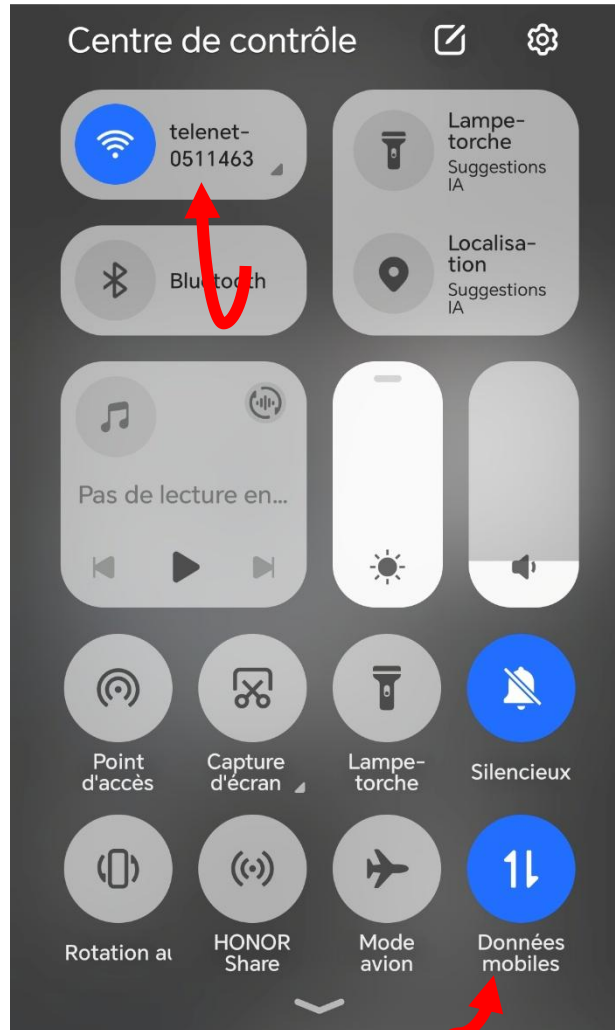
The Basics of the Internet – Connecting to the WiFi or mobile data

1



WiFi symbol will appear on the top of your screen if you are connected

2

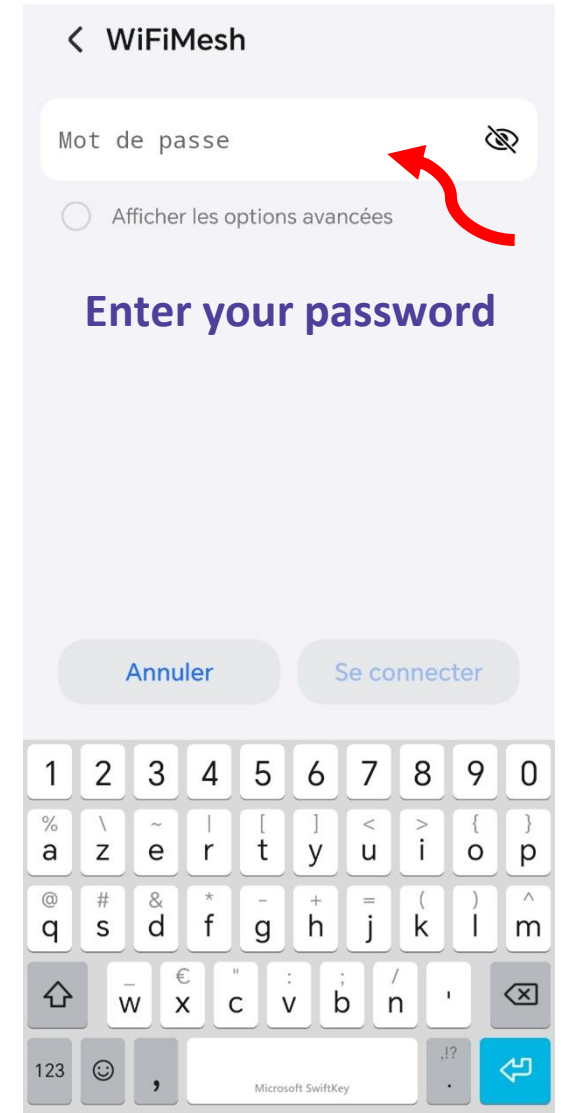


3



Choose your network

4



The Basics of the Internet – Local Digital Resources

Do you need physical help or guidance with digital technology?

Here are existing digital support centres in Belgium:



Bruxelles

[Espaces Publics Numériques](#) – Free access to computers, trainings, and digital help



Flandres

[Digibanks](#) – Free access to computers, possibility of digital devices loans, trainings, and digital help



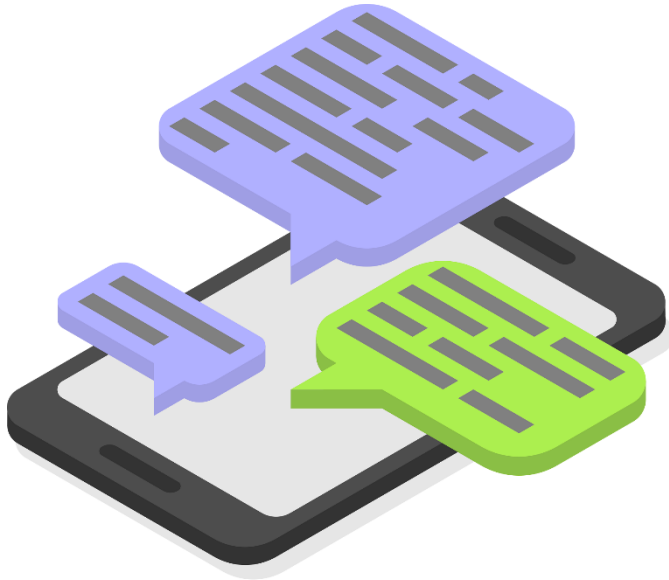
Wallonie

[Digital Centers](#) – Free access to computers, possibility of digital devices loans, trainings, help with online administration, and digital help

Using Communication Apps

Using Communication Apps – Types of Messaging

SMS



No internet required, uses mobile network from your phone subscription

Other Social media apps



Internet required, uses WiFi or mobile data (4G/5G) to function

Using Communication Apps – Three Communication Apps



WhatsApp

WhatsApp is a widely used communication app to keep in touch with family, friends and peers.



Instagram

Instagram is more content-oriented, for sharing photos and videos with your followers. It's become an especially popular way to connect with brands, celebrities, and friends.

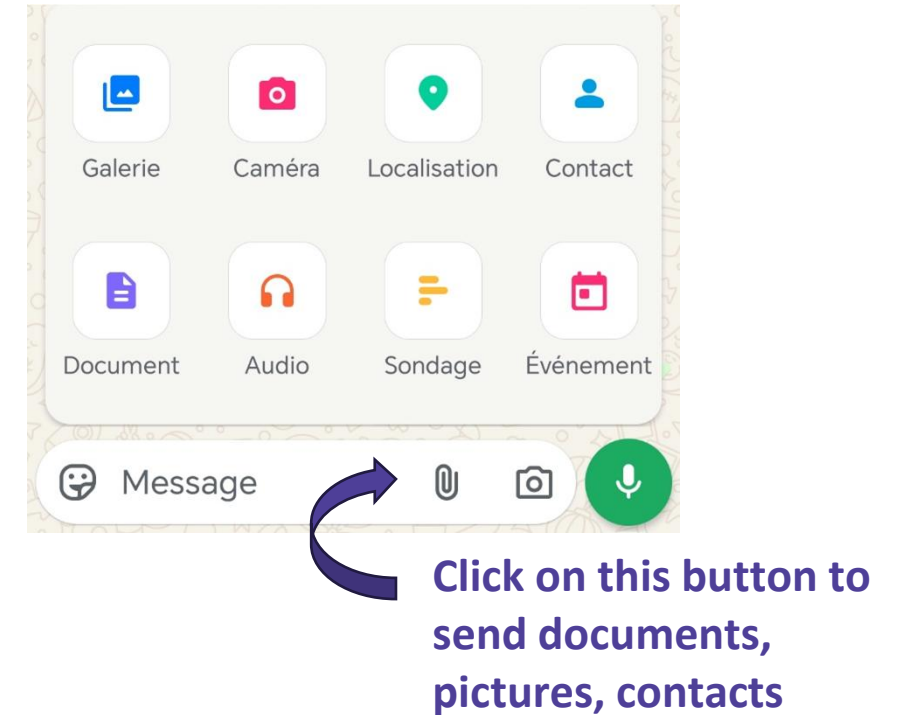
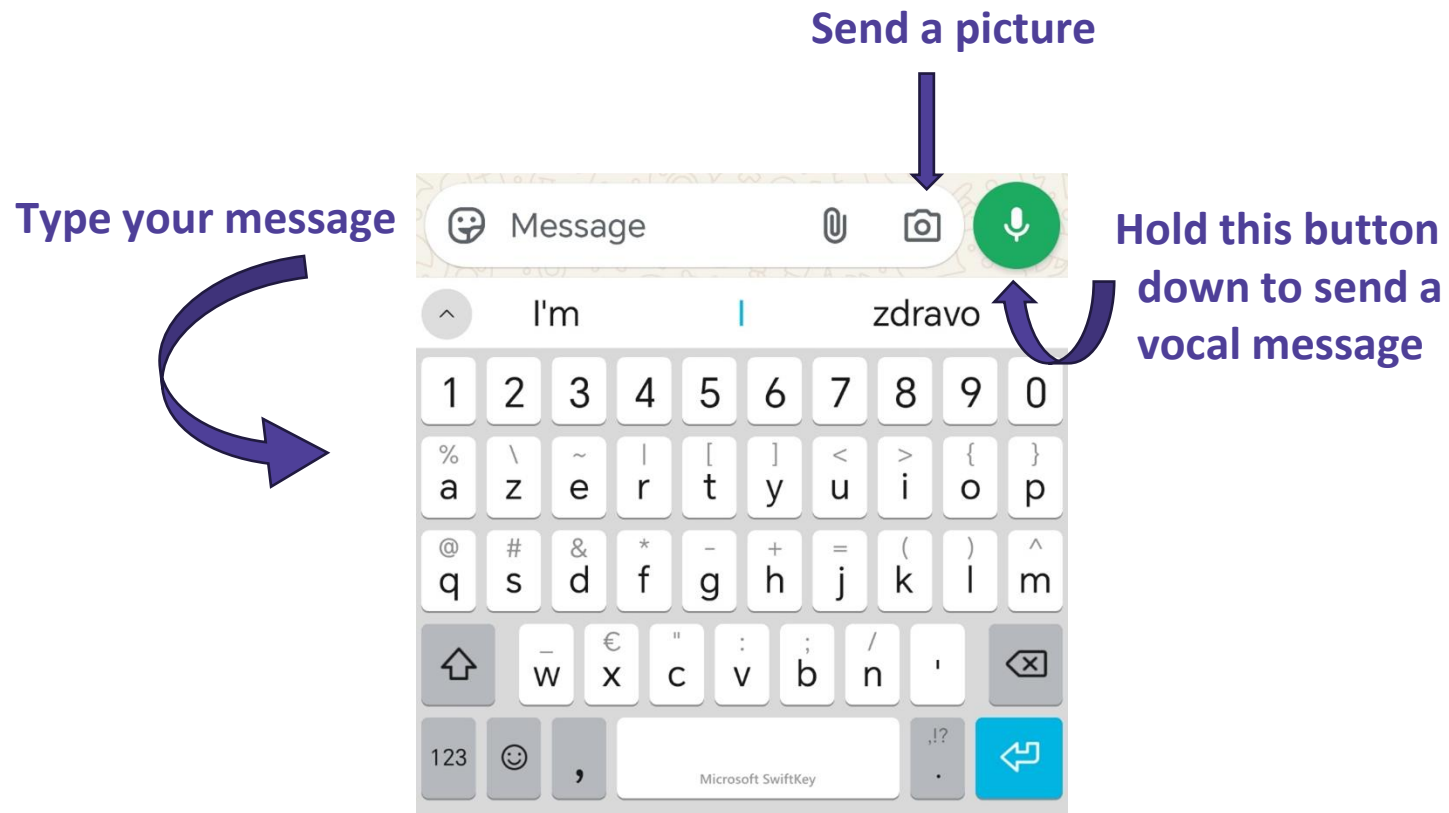


Facebook

Facebook is used to connect with friends, share updates, and join groups. Its main objective is to build and maintain social connections and communities.

Using Communication Apps – Main messaging features

Common to all communication apps



Digital Safety and Privacy

Digital Safety and Privacy – What is a digital footprint?

A Digital Footprint is all the information about you that exists online as a result of your activities on the internet. It's the trace you leave behind every time you use the internet.



Every time you use the internet, small pieces of information, called **data**, are created. **All these pieces together form your digital footprint.**

Digital Safety and Privacy – What is a digital footprint?

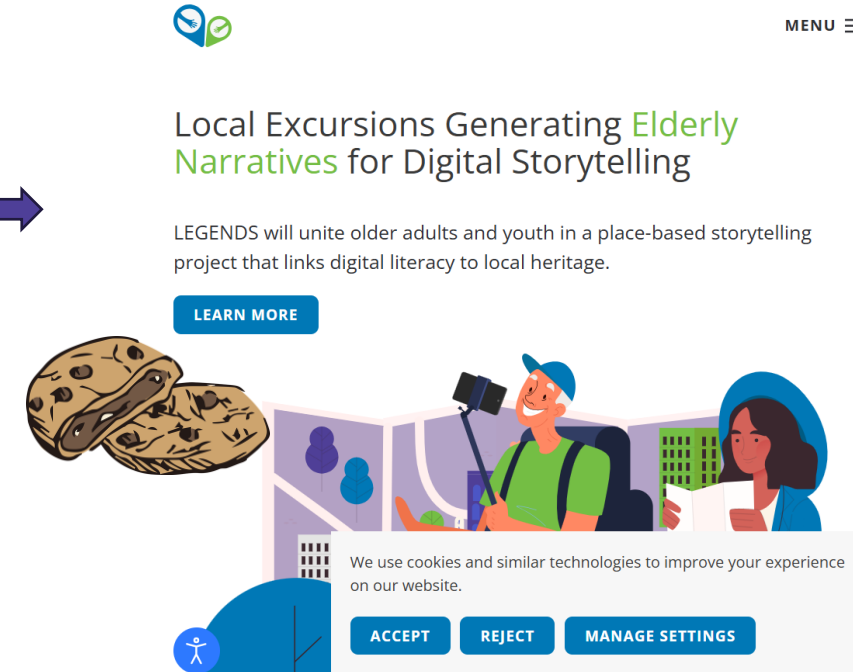
Digital Footprint



Active

Posting pictures on social media,
writing comments on websites,
sending emails

Passive



Ex. 1: if you go on the website of an online journal, the cookies will allow the journal to see which article you read – this helps the website show you similar articles next time.

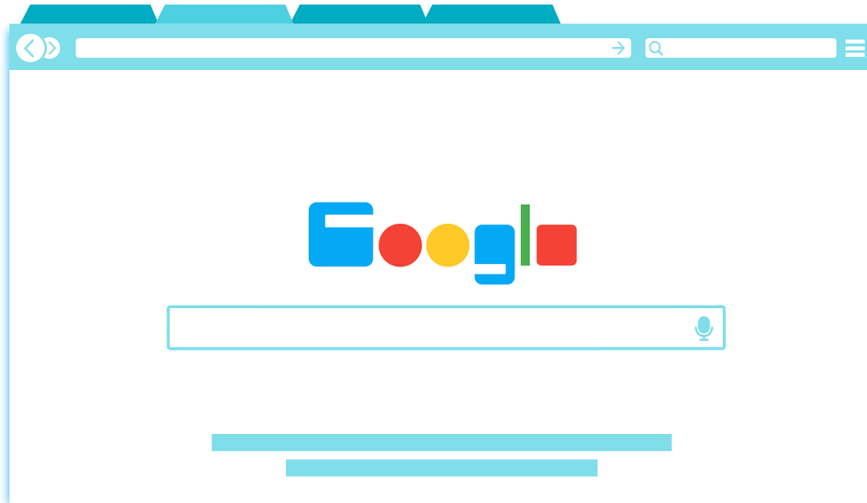
Ex. 2: if you search on Google for a brand of clothes, cookies can remember it and you might start seeing ads for that brand on other websites.

Digital Safety and Privacy – Privacy Awareness

Even if shared in private, online content is **PERMANENT** and **VISIBLE**: once something is shared online, it can be difficult to fully remove and may be seen by a wider audience than originally intended.

This includes the possibility of content being shared, saved, or accessed later, even if it was initially intended for a limited group.

Digital footprint is not only about risk, but also about awareness and control!



THINK BEFORE YOU SHARE ACTIVITY

Processing Online Information

Processing Online Information – What are Fake News?

Fake news is **false or misleading information** presented as real news. It can appear as articles, videos, or social media posts.

It is often created to influence opinions or beliefs, get attention and clicks, spread misinformation, or promote a specific idea, product or political agenda.

FAKE NEWS CAN BE HARD TO RECOGNIZE !

Fake news is designed to trigger strong emotions such as fear, anger, surprise...

These emotions can lead people to react quickly, and people may share information without checking it first!



How to recognize them?

Processing Online Information – Spot the Fake News

Spot the Fake News Activity

Checklist: How to recognize Fake News?

- ☐ **Source:** who posted this information? Is it a known and trustworthy organization or person?
- ☐ **Date:** when was it published? Is it recent or old information shared again?
- ☐ **Understand the purpose:** why was this created? Is it trying to inform, persuade, or attract attention?
- ☐ **Look at the headline:** is it exaggerated or shocking?
- ☐ **Check other sources:** when big events happen, multiple media will report on it. Are other reliable medias reporting the same story?
- ☐ **Look for evidence:** are there facts, data, or expert quotes? Or only vague statements like “experts say”?
- ☐ **Stay critical:** does the story make you feel strong emotions? Does it sound too extreme or unrealistic?

Processing Online Information – What to do?



What do I do if I recognize a Fake News?



Nothing!

When we come across false information on social media, it is only natural to feel the need to call it out or argue with it. But research suggests this might do more harm than good. **It might seem counterintuitive, but the best way to react to fake news – and reduce its impact – may be to do nothing at all.**

Think about fake news this way:
if you read an intriguing news story called “breaking news” that sounds like a serious news story, then share that story on your personal platforms; **if that information is false, you are just as guilty as the false source.**

Identifying Unsafe Content

Identifying Unsafe Content – What are Scams?

Scams are fraudulent or deceptive attempts to trick you into **sharing personal information, sending money, or corrupting your devices with viruses.**

Scams can appear as **fake websites, SMS messages and emails** from random contacts - or even through your peers. They often look real and trustworthy.

SCAMS CAN BE HARD TO RECOGNIZE !

Scams create a **sense of urgency** to convince you they're real. They often **pretend to be a trusted organization, asking for sensitive information.** Scams often include a suspicious link, or come from unknown senders.



How to recognize them?

Identifying Unsafe Content – How to recognize them?

+1 (305) 912-8210 ~Earn 3500 GBP Weekly

URGENT - Delivery failed! Click on the link below and pay a small fee to reschedule your package delivery: scam.package.com



Official Delivery Post Number

Dear Mr Name,
We were unable to deliver your package. You can reschedule the delivery by visiting our official website or contacting our customer service.



Official bank Number

Dear Ms Name,
We have identified unusual activity on your account. For your security, we recommend that you log in directly to your bank's official website or mobile app to review your account.



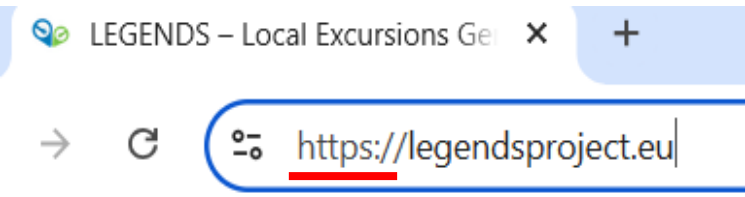
+1 (305) 912-8210 ~Earn 3500 GBP Weekly

Dear customer,
This is a bank alert: your account is UNSAFE! To confirm the security of your account, send your IBAN to this email: banksecurity@accountfake.com

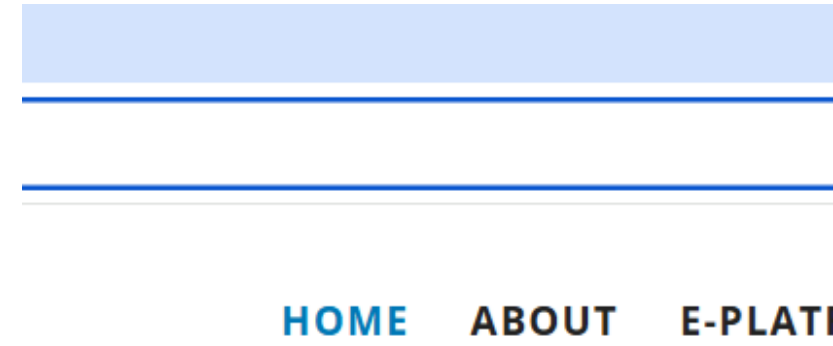


Identifying Unsafe Content – How to recognize them?

How to recognize a safe website:



Local Excursions
Generating **Elderly
Narratives** for
Digital Storytelling



Identifying Unsafe Content – What are Scams?

Spot the Scam Activity

Checklist: How to recognize Scams?

- ☐ **Sender:** do you recognize the email address or phone number? Does it look official, with no strange spelling or extra numbers?
- ☐ **Link:** does the link look correct and complete? Does it match the official website name?
- ☐ **Organization:** is it really from the organisation it claims?
- ☐ **Look at the information requested:** are they asking for personal, sensitive information?
- ☐ **Tone of the message:** does it create urgency? Does it make you feel stressed or scared?
- ☐ **Look for the content:** are there spelling or grammar mistakes? Is the message unclear or too general?
- ☐ **Money requests:** are you asked to pay a fee quickly? Through unusual methods like a link, gift cards, etc?

Identifying Unsafe Content – What to do?

What do I do if I recognize a Scam ?

1. **Stop and don't react immediately** – do not click, do not reply (even if it comes from a friend!)
2. **Do NOT click on links or open attachments** – links may lead to fake websites, and attachments may contain viruses
3. **Do NOT share personal information** – never send passwords, bank details, money or codes
4. **Verify the information** – go to the official website, and check if the contact email or phone number correspond
5. **Delete the message**

Closing Activity

Basic Google Maps Navigation – Step-by-Step

1

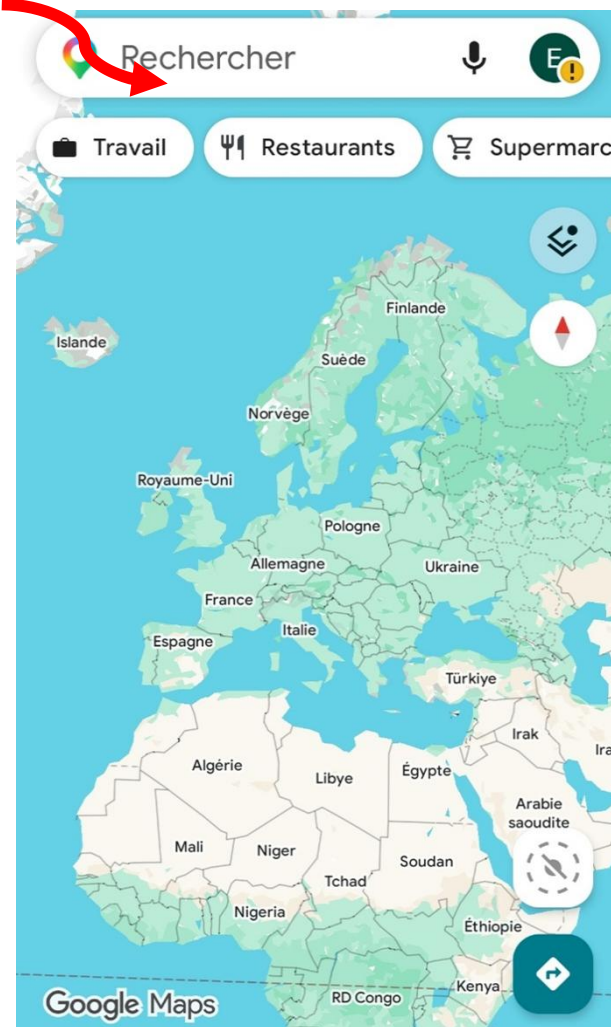


Google Maps

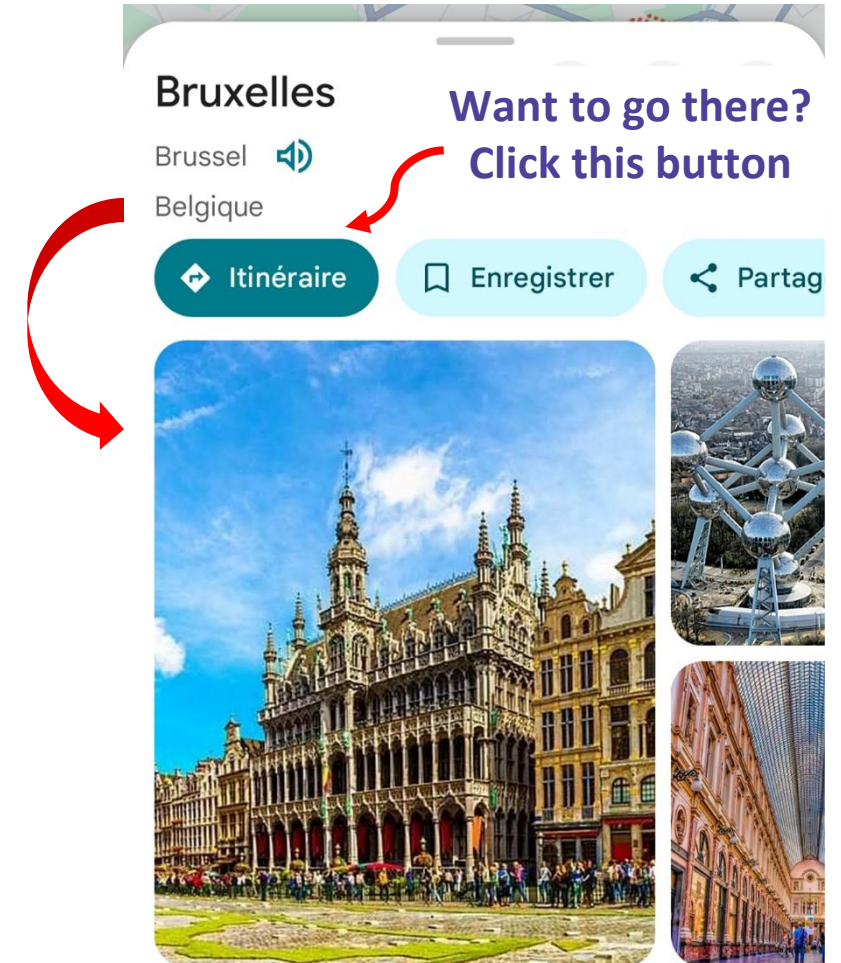
Find the Google Maps icon on your phone and open the app

Type in the place you are looking for

2



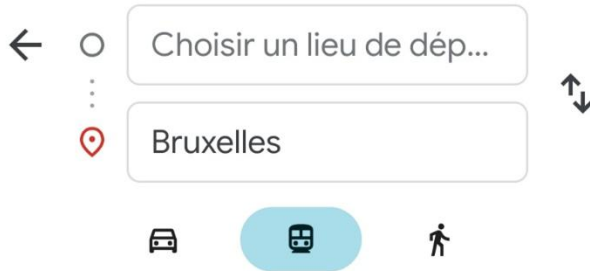
3



Basic Google Maps Navigation – Step-by-Step

4

Click here to enter the address you're leaving from

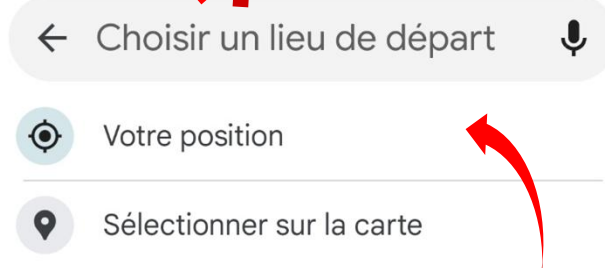


Choose how you want to get there:

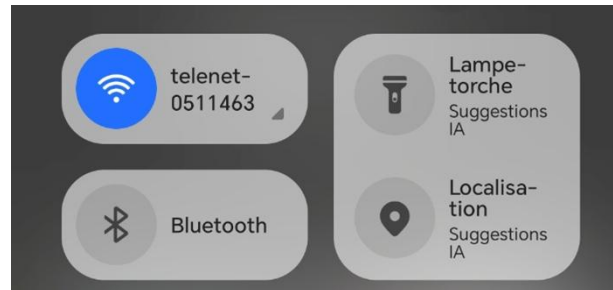
- By car
- By public transports
- Walking

5

Either type here

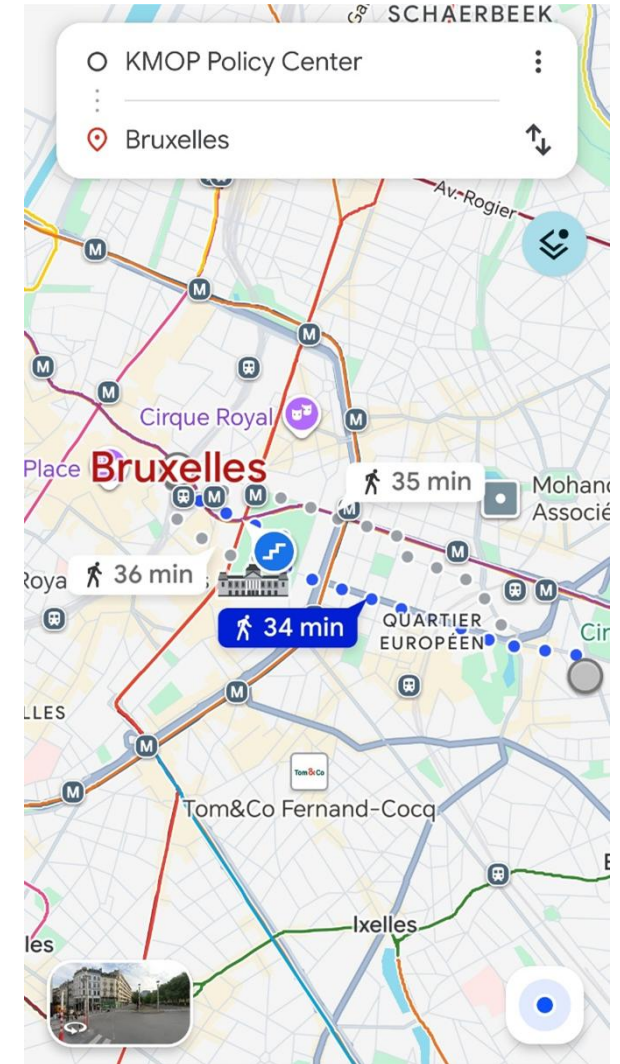


Or click on this button to find your location



On your phone, this is the location button

6

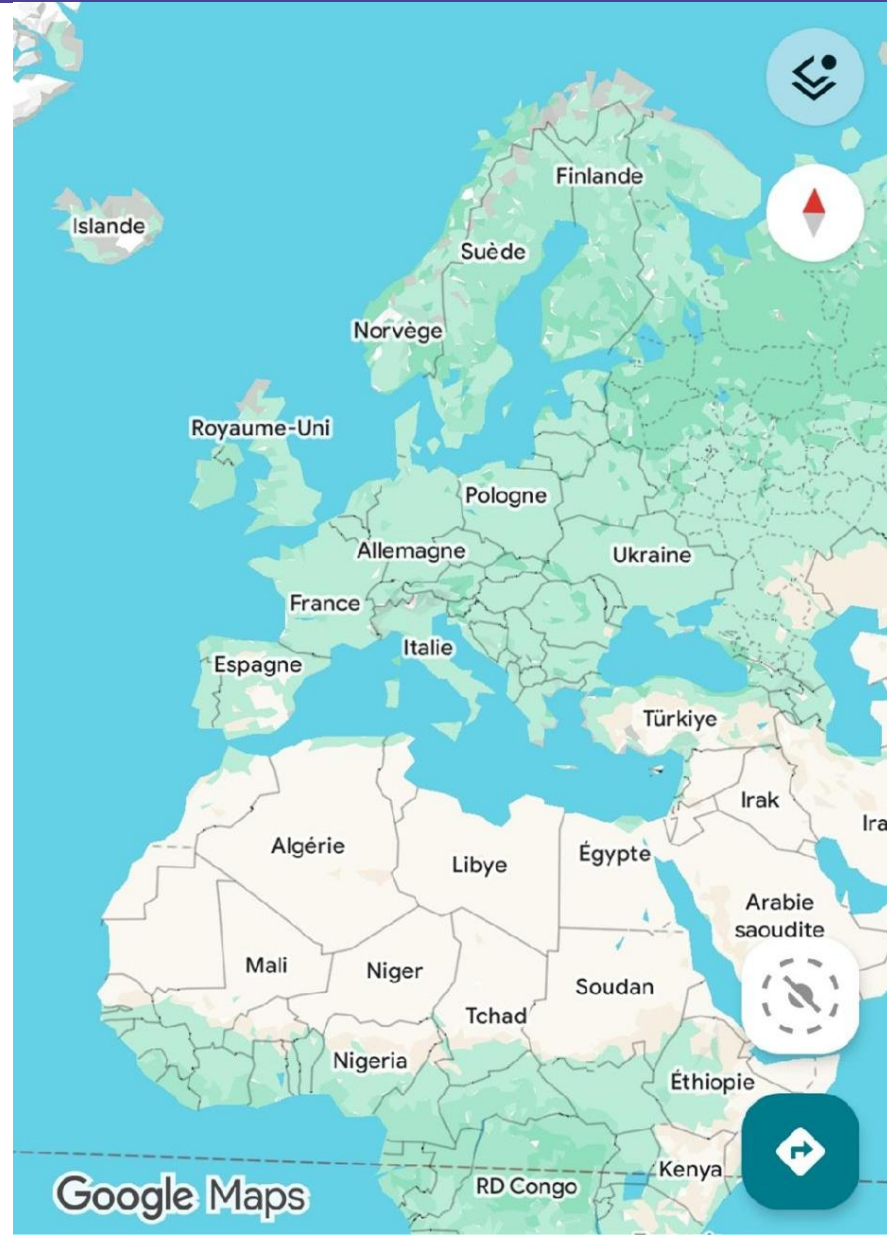


Find a place you love Activity



Google Maps

Share a place you love, or you would love to go to!



Reflection Discussion and Feedback



Thank you very much
for your attention!



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