Internet and Netiquette

By now, you know that Internet is the greatest invention ever. It has become the most preferred means of communication. But, it is important to follow netiquette while communicating and be a responsible digital citizen. Also, have you ever wondered how do we connect through Internet? What are the different types of Internet connections? How can we collaborate and share files online? You might have a number of questions to ask. Well, let's explore Internet a little more in this chapter.

LET'S LEARN ABOUT

- Internet
- Common Types of Internet Connections
- Google Drive
- Netiquette
- Responsible Online Behaviour
- Safe Social Media Practices
- Digital Citizenship

INTERNET

The Internet (Fig. 8.1) is the largest computer network in the world which includes millions of computers across the globe. This network is formed through telephone wires, cables, dongles, Wi-Fi, satellites, and so on. When computers are linked over the Internet, they are able to send and receive all kinds of information, such as text, audio, video, and so on with each other.

The communication services provided by the Internet has minimised the geographical distance among people. Paying utility bills, booking tickets, making hotel reservations, performing banking operations, selling and purchasing goods, and a lot more is just a click away. Internet has also revolutionised the field of education and is gaining rapid popularity as an effective learning tool.

◆ Fig. 8.1 The Internet: A global network of computers

Moreover, people can enroll and pursue a course online, and can access vast study material available on the Internet. The bottom line is that the Internet has become a very important part of everyone's day-to-day life.

COMMON TYPES OF INTERNET CONNECTIONS

You can use various types of connections to connect to Internet. Some common modes of Internet connections are discussed below.

Dial-up

This type of connection establishes a link between a computer and an Internet Service Provider (ISP) through a telephone line. To connect to the Internet, you need to dial the number of the ISP server. The speed of a dial-up connection is quite slow, making it the least popular connection. When you are using the Internet through a dial-up connection, the phone line is held up that means you can neither make nor receive regular phone calls through it.

Broadband

The term broadband refers to the connection that uses a broad bandwidth. Bandwidth refers to the amount of data that a communication/data transfer medium can carry in a given amount of time. Therefore, broadband is a communication media that is capable of carrying a large amount of data per unit time. Broadband is known for its high-speed Internet connection. It is much faster than a dial-up connection. It allows you to share documents and multimedia files, and download and upload data in no time.

It is very important to learn about various mediums that are used to transmit data. In a broadband connection, data is transmitted through the following media.

- Cable: This connection is provided by the cable provider through the cable TV lines. It provides high-speed Internet access.
- Digital Subscriber Line (DSL): In this type of connection, the existing telephone line is used to provide the Internet connection. It allows you to make or receive telephone calls even when you are connected to the Internet.
- Satellite: This mode is generally used in those areas where other types of broadband are not available. In this type of connection, a satellite dish is installed on the top of a building in order to establish an Internet connection. This type of connection is slower than that of cable and DSL broadband.
- Wireless: It is the most convenient type of Internet connection. It lets you connect to the Internet wirelessly. One of the most popular wireless connections is Wi-Fi.

In a Wi-Fi network, data signals are transmitted wirelessly, and it uses radio waves/frequency instead of cables to establish an Internet connection. It offers a very high-speed Internet access. To set up a Wi-Fi connection at your home, you will need a broadband connection, a computer with a wireless Internet card, and a wireless router.

- **Mobile Broadband Internet:** As the name suggests, this type of connection uses wireless technology. It provides a high-speed Internet service. This type of broadband connection is preferred by people who use mobile devices to use Internet. To establish an Internet connection, a device named **Dongle** is required. It is a USB device, which is also called USB modem. It can easily be carried everywhere, and that is why it is rapidly gaining popularity among Internet users.

The wireless/mobile broadband Internet connection offers 2G, 3G, 4G, and 5G speeds to their subscribers. The 'G' here stands for Generation. 3G and 4G are the widely used Internet networks. 5G is the latest technology which offers the highest speed.

INFO BOX

A communication protocol that allows handheld wireless devices to connect to the Internet is known as Wireless Application Protocol (WAP).

Hotspot is a WLAN (Wireless Local Area Network) node, which provides wireless Internet access and forms a virtual private network that has a range of about 20 meters indoors. Only Wi-Fi compatible devices can connect to the Internet via Hotspot. Many public places, such as universities, hotels, airports, libraries, bookstores, and coffee shops provide free hotspots.

LET'S REVIEW

Answer in one word.

1. Name the technology that offers highest speed for the mobile broadband Internet.

2. Name any one Internet Service Provider.

3. Name the media that allows you to make or receive telephone calls even when you are connected to the Internet.

4. Name the mode that is generally used in those areas where other types of broadband are not available.

The Internet has made communication easier than it was before its invention. The word 'communication' means exchange of information with others. There are different modes of communication through Internet. One of these modes is cloud computing. This technology has changed how we communicate over the Internet. Cloud computing refers to storing, sharing, and accessing of data, services, and infrastructure over the Internet. The online storage space where files are stored and services are used is called cloud. Through cloud, you can access all your files without storing them on your computer.

Google Drive is one such cloud computing service available on the Internet. You can use this online service to create, store, and share documents, spreadsheets, presentations, and applications. It offers a user 15 GB of free storage space on various server computers spread worldwide. The information stored or shared on it can be used and accessed from any device that can access the Internet.

Where are the emails you send and receive saved? Here too, the answer is a cloud-based service. You use a cloud service, such as Gmail or Hotmail to upload or download emails and files onto the cloud. This can be done from any device at any location.

Opening Google Drive

To access Google Drive, follow these steps.

1. Open the Google website. Click on the grid icon near the top right corner of the Google page (Fig. 8.2).
2. Click on the Drive icon. The Gmail window appears.
3. Enter your email address (Fig. 8.3).
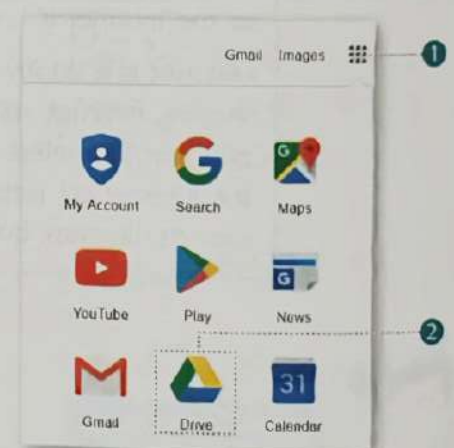4. Click on Next.
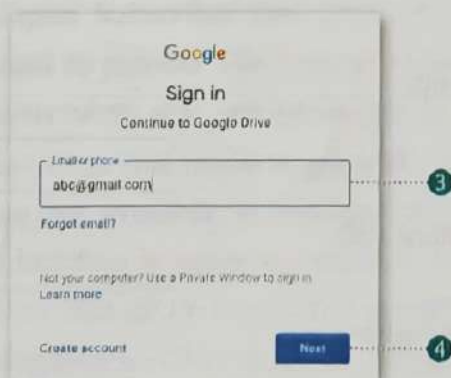5. Enter your password (Fig. 8.4).

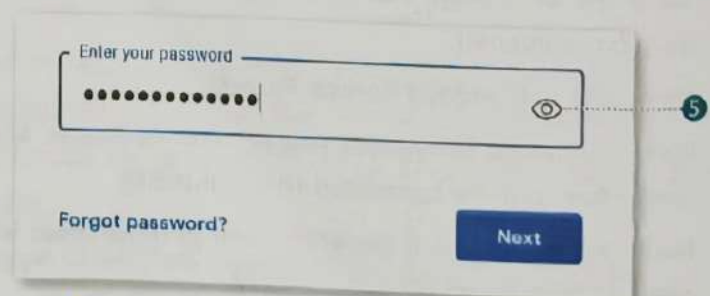Fig. 8.2 Google apps
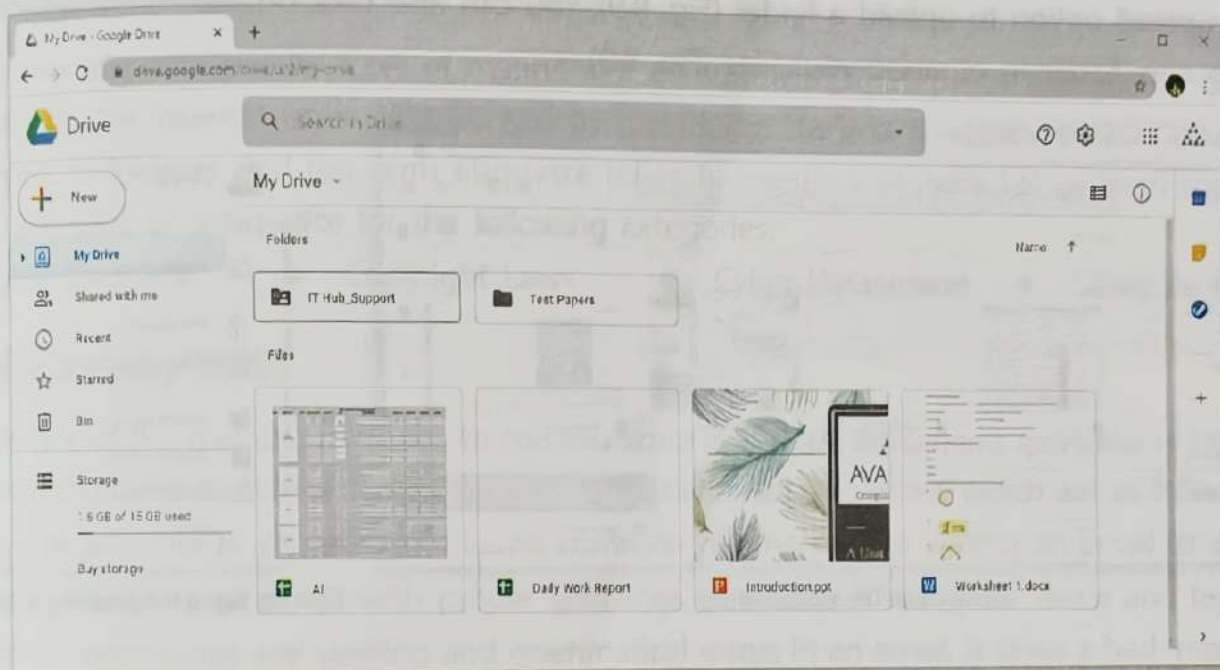
Fig. 8.3 Entering an email address

Fig. 8.4 Entering your password and signing in

6. Click on Next. The Google Drive window appears (Fig. 8.5).
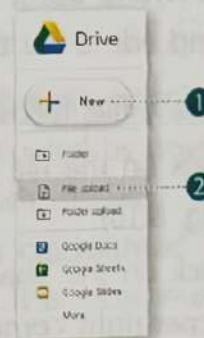

Fig. 8.5 Google Drive window

Uploading Files to Google Drive 👆

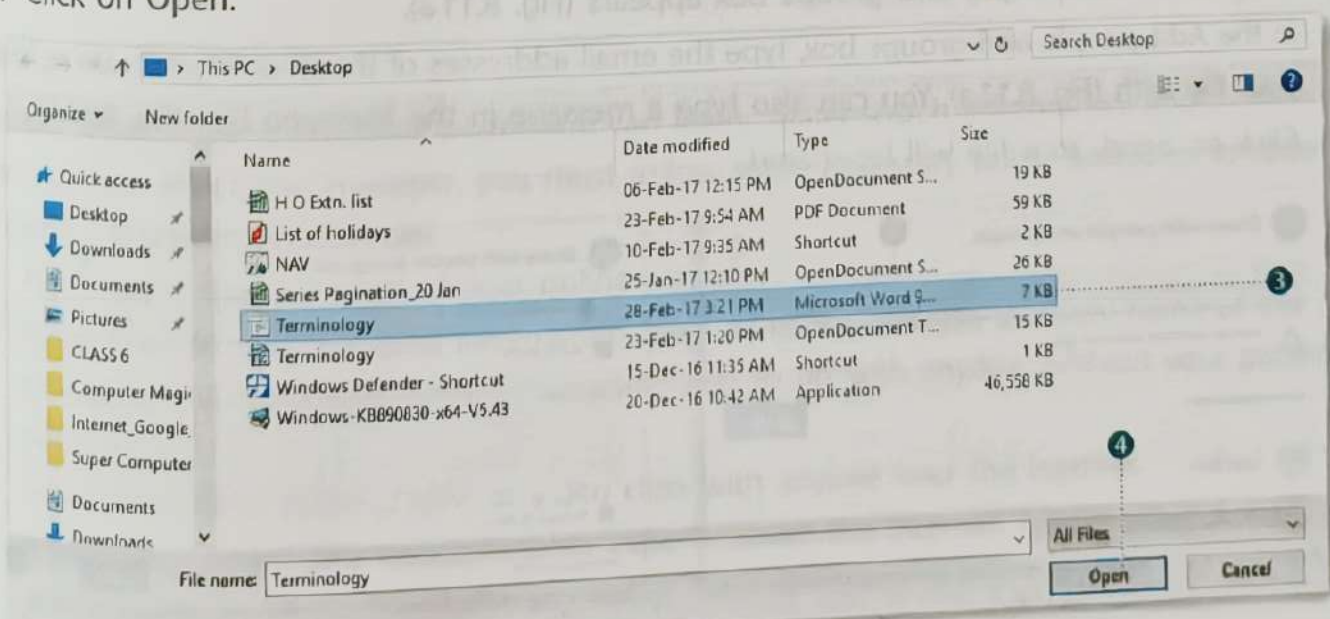To upload a file to Google Drive, follow these steps:

1. From Google Drive, click on the New button in the upper-left corner (Fig. 8.6).

2. Click on File upload from the drop-down menu. The Open window appears (Fig. 8.7).

3. Click on the file(s) you want to upload.

4. Click on Open.

Fig. 8.6 Google Drive window

Fig. 8.7 Uploading files

The file(s) will be uploaded to your Google Drive (Fig. 8.8). Besides files, you can also use the Folder upload option to upload a folder (Fig. 8.9). You can also click on the Folder option to create a new folder to organise your files (Fig. 8.9).
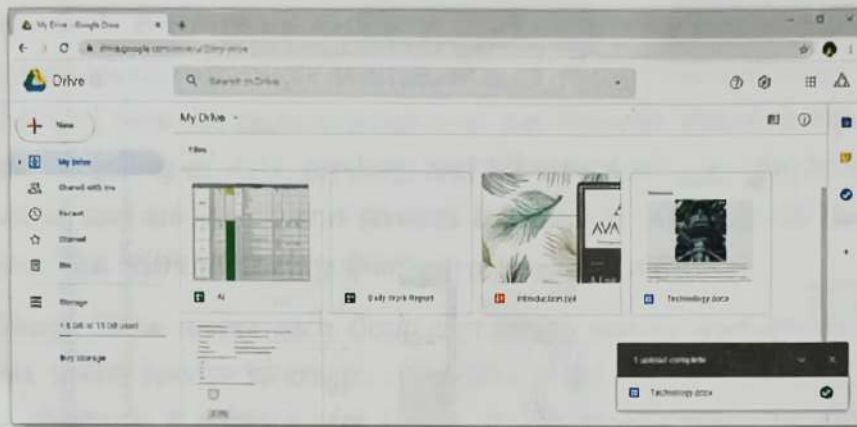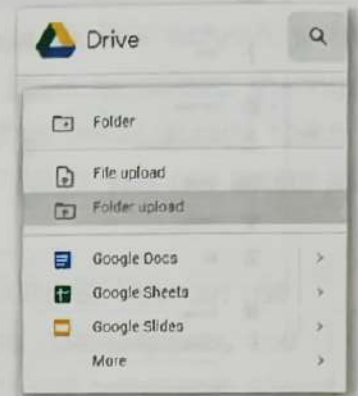

◆ Fig. 8.8 The uploaded file

◆ Fig. 8.9 Uploading a folder

Sharing Files

Google Drive allows you to share your files easily. Anyone using Google Drive can easily view and edit a file that you share with them.

To share a file, follow these steps.

1. Click on the file you want to share (Fig. 8.10).

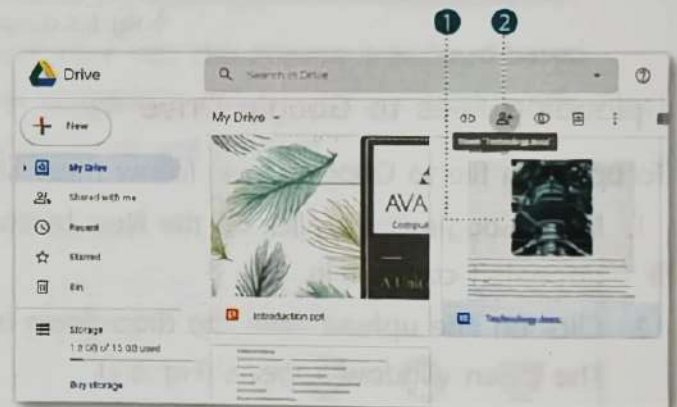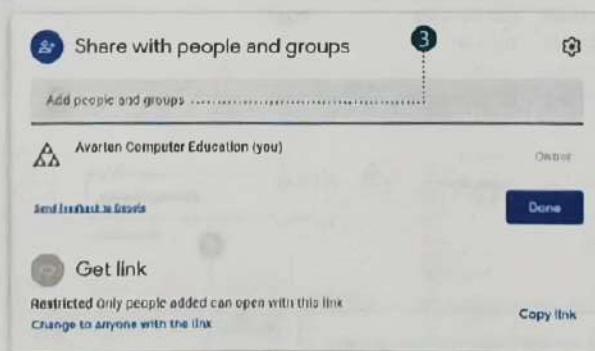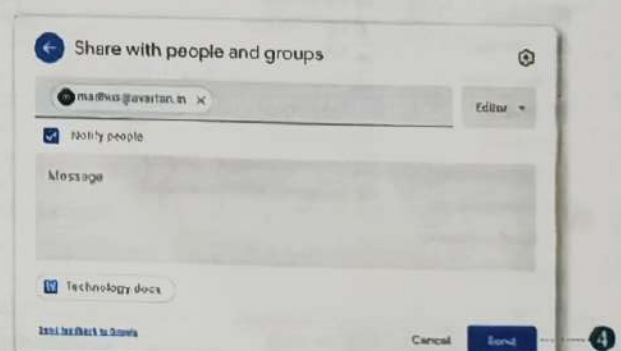2. Click on the Share button on the upper-right corner of the page.

◆ Fig. 8.10 Sharing the files

The Share with people and groups box appears (Fig. 8.11a).

3. In the Add people and groups box, type the email addresses of the people you want to share your file with (Fig. 8.11a). You can also type a message in the Message box (Fig. 8.11b).

4. Click on Send. Your file will be shared.

a

b

◆ Fig. 8.11 Sharing files

NETIQUETTE

The term netiquette means a set of manners or communication etiquette that should be followed by the Internet users. It is formed by combining the words—'net' and 'etiquette'. Net refers to Internet and the term Etiquette refers to manners or rules. Let us learn some important rules of netiquette for the following categories:

- Email Courtesy
- Copyright Laws
- Cyber Harassment
- Safety on Net

Email Courtesy

Email is one of the quickest methods to communicate and share documents (personal or business). It is recommended to follow some basic yet essential email etiquettes, which are as follows:

- Use proper words, phrases, and some common manners while writing an email to anyone.
- Always begin your email with proper greetings, and close it with your name and regards.
- Avoid committing any spelling and grammatical errors in an email. It gives a bad impression.
- Do not type the message in uppercase, for it is considered as shouting and yelling.
- Before sending an email, do read the entire email. It lessens the chances of any kind of error.

Copyright Laws

A lot of content, such as creative ideas, articles, music, videos, and so on that are openly available on the Internet are someone's intellectual property. If these are copied by anyone and posted as his/her own creation, it is considered a crime. To prevent such stealing, Copyright laws have been formulated. It means if anyone steals someone's copyrighted content, he or she will be punished by the law. To use someone's content, it is recommended to give the details of the original content owner.

Safety on the Net

Internet is an amazing platform where you can learn, share, search information, and communicate effectively. However, you must follow some necessary safety measures in order to avoid unpleasant experiences.

- Never share the password of your online account.
- Never provide your personal information, such as name, address, location, name of the school, contact details, parents' information, and so on with anyone, without your parents' permission.
- Never share your photographs or video clips with anyone over the Internet.
- If you come across any uncomfortable experience on the Internet, always share it with your parents or an elder without any delay.

Note: It is recommended to have a strong password.

Cyber Harassment

There are chances of facing harassment over social networking platforms or any other cyber platform. Most social networking platforms have Report Abuse option. This option reports a complaint against a particular user over the platform. If anyone faces any kind of cyber harassment, report it to your parents, elders, or police.

RESPONSIBLE ONLINE BEHAVIOUR

Internet has become an integral part of our lives. However, too much reliance on it can prove hazardous. We often ignore the responsibilities that come with the use of Internet. It is imperative to observe responsible online behaviour while using the Internet. Here are some Dos and Don'ts that we should follow.

Watch What You Share

Act responsibly and respectfully. Communicate appropriately, be it in the form of text, video, or audio. Never share anything that is too personal, and is likely to hurt anyone's sentiments or might humiliate anyone.

No Cyberstalking or Bullying

Never use the Internet to threaten, stalk, or bully anyone. It is a punishable offence. Whenever you encounter any such problem, immediately talk about it to your elders or report it to the police.

Be Respectful

While participating in any kind of online debates, you should use decent language. It is advisable to respectfully put forth your point, as the entire world could be privy to the conversation. If you feel the discussion is turning ugly, then politely withdraw from it. It is important not to be a part of any unproductive conversation.

Stay Aware

It is always good to keep yourself updated about the latest online trends and cyber laws.

Provide Authentic Information

It is unethical to provide fake postal address or contact number on an online shopping portal. It not only leads to harassment of the seller and the delivery personnel, but also creates a bad impression about you, which could eventually prove harmful.

SAFE SOCIAL MEDIA PRACTICES

Social media is the latest and most popular way to connect with friends and people across the globe. Facebook, Twitter, Instagram, Myspace, and LinkedIn are some widely used social networking platforms. Undoubtedly, social networking has brought the world closer. However, it comes with a number of disadvantages and potential threats that you cannot overlook.

Here are some significant tips that will help you practice social networking securely.

Never Share Too Much Information

Never share personal information online. It can be misused by anyone. This practice can protect you from physical threats as well as identity theft. Some things you should never share are postal address, contact number, password, and credit/debit card details.

Connect Safely

It is advisable to log into your social networking account using a personal device rather than a public one. Ensure that the device is equipped with the latest antivirus software. Always log out to keep your account secure.

Set a Strong Password

A strong password protects your online account from unauthorised access. A strong password should ideally contain letters both in upper case and lower case, numbers, and special characters. Such a combination makes it harder for any hacker to guess the password.

Use Privacy Settings

Almost every social networking site offers its users control over their accounts' privacy settings. You can customise the privacy settings by limiting who can view and comment on your posts. Also, make sure to disable automatic location sharing and keep your current geographical location protected.

Decent Online Behaviour

Never use offensive or vulgar language while communicating online. Do not post any material that is misleading, offensive, or unethical.

Never Use a Fake Identity

Miscreants often use fake identity and impersonate as someone else to harass, stalk, or bully genuine users. It is a cybercrime, so never engage in such activities.

Small Social Network

Generally, to give a boost to their popularity, people forge connections with strangers online. It is advisable to have only familiar people in your network and not befriend any stranger. A small social network is comparatively safer.

DIGITAL CITIZENSHIP

We use digital media everyday, from texting, shopping online, ordering our food online, streaming shows, and gaming all the way to using voice assistants. A digital citizen is a person who has the knowledge and skills to effectively use digital technologies to communicate and engage with others and society. Digital citizenship refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level. To be a responsible digital citizen, we need to understand the following concepts:

❖ cyber ethics and cyber safety
❖ cybercrimes and cyber security
❖ creative credit and copyright
❖ digital footprint

Being a responsible digital citizen, it is necessary for a person to exhibit responsible online behaviour and etiquette, take appropriate safety measures, respect everyone, and report any abuse. Stalking, cyberbullying, stealing someone's intellectual property, or interfering in someone's privacy is inappropriate and can be termed as bad digital citizenship. It is recommended to share ethical and respectful content online to create an appropriate and dignified footprint on the Internet. You will learn about digital footprint and cyber safety in the next chapter.

O ≪ FLASHBACK ≫ O

❖ Dial-up connection establishes a link between a computer and an ISP through a telephone line.
❖ Broadband is the communication media that is capable of carrying a large amount of data per unit time. It provides high-speed Internet connection.
❖ Wi-Fi is one of the most popular wireless connections. In this type of network, data signals are transmitted wirelessly. It uses radio waves to establish an Internet connection.
❖ Google Drive is a free service from Google used to store, share, and access files online.
❖ The term netiquette is formed by combining two words—'net' and 'etiquette'. The term net refers to Internet and the term etiquette refers to a set of manners.

- Never use Internet to threaten, stalk, or bully anyone. It is a punishable offence.
- Use decent language while participating in online debate.
- Digital citizenship refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level.

EXERCISES

A. Tick (✓) the correct answers.

1. Which of the following is not a type of Internet connection?
   a. Dial-up
   b. Broadband
   c. Google Drive

2. Which of the following options allows you to easily group and organise your files in Google Drive?
   a. Folder upload
   b. Folder
   c. File upload

3. Which of the following acts prevents the unauthorised access to the accounts?
   a. Set a strong password
   b. Share password
   c. Use a public device

4. Text written in all capital letters is considered
   a. yelling.
   b. singing.
   c. a sudden expression.

5. This option reports a complaint against a particular user over the platform for cyber harassment.
   a. Report Like
   b. Report Abuse
   c. Block

B. Fill in the blanks.

1. _____ is also known as USB modem.

2. A Wi-Fi network uses _____ to establish Internet connection.

3. A set of manners that should be followed by the Internet user is called _____

4. Google Drive offers _____ of free storage space.

5. A _____ is a person who has the knowledge and skills to effectively use digital technologies to communicate and engage with society.

C. Write T for True and F for False.

1. Broadband is known for its high-speed Internet connection. _____

2. 'G' in 3G and 4G stands for gravitation. _____

3. You can access all your files on cloud without storing them on your computer. ____

4. You should always give away too much information over the Internet. ____

5. A responsible digital citizen exhibits responsible online behaviour. ____

D. Answer the following questions.

1. Differentiate between a Dial-up and a Broadband connection.

   _____

   _____

   _____

2. What do you understand by wireless network? List the things needed to set up a Wi-Fi connection.

   _____

   _____

   _____

3. Write the steps for sharing files on Google Drive.

   _____

   _____

   _____

4. What do you mean by responsible online behaviour?

   _____

   _____

   _____

5. List any three essential email etiquettes.

   _____

   _____

   _____