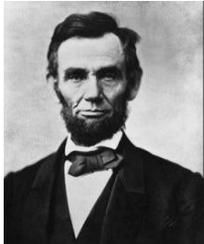




Transition Newsletter

Volume 18

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“Don’t believe everything you read on the Internet just because there’s a picture with a quote next to it.”

—Abraham Lincoln

Tips for Internet Safety

Technology is a wonderful tool. You must be careful about what you do online because serious trouble can find you if you are not.

SHARING TOO MUCH

- Avoid TMI (Too Much Information)—don’t post anything too personal or embarrassing. Once it’s online, you can’t take it back.
- Protect your space, use privacy settings, and don’t accept anyone as a friend that you do not know.

CYBERBULLYING

- Don’t be mean to others. Gossiping doesn’t make you cool!
- If someone is bullying you online, block the sender AND tell a trusted adult who can help.
- Speak up if your friends are cyberbullying someone. By staying silent, you are just as guilty as they are. So tell them to stop and tell a trusted adult who can help.

ONLINE PREDATORS

- Don’t meet anyone IRL (In Real Life)—if you met someone online who wants to meet up in real life, talk to a trusted adult first. People aren’t always who they seem online.
- If someone is asking you to do something that makes you feel uncomfortable, trust your instincts. Be sure to REPORT them to a trusted adult and/or the police.

THINK BEFORE YOU SEND

- Think about the consequences, for yourself and others, before sending anything.
- Never take images of yourself that you wouldn’t want your classmates, teachers, family, or your employer to see.
- Before hitting send, remember you can’t control where it might travel. You may be sending it to a close friend, but it could easily end up in someone else’s phone.
- If you forward something, like a private picture without the person’s consent, you are exposing them to potential ridicule and aiding in cyberbullying.
- If anyone pressures you to send a sexual picture, don’t do it! Report them to a trusted adult immediately.

For more information and valuable internet safety resources, go to NetSmartz.org.



APP HIGHLIGHT



DuckDuckGo Privacy Browser has the speed you need, the browsing features you expect (like tabs & bookmarks), and comes packed with best-in-class privacy essentials:

- Tap Fire Button
- Escape Online Tracking
- Search Privately
- Enforce Encryption
- Decode Privacy
- Signal Your Privacy Preference with Global Privacy Control (GPC)
- Limit Access

Available on iOS, Android, and computers.

This is for information only. DHS is neither supporting or endorsing the app. Please determine for yourself if you wish to use it and proceed accordingly.



Name:

Phone:

Email:

Don't Let Your Email Ruin Your Job Search

Unprofessional email addresses are not a great way for you to make a positive impression to a potential employer. While NINJA_Skillz435@mail.com shows how awesome you are, do you think a prospective employer will find it funny, or unprofessional?

Follow this advice when choosing an email address for your job search:

- It should NOT be suggestive, flirtatious, generic, silly, or funny.
- It should be professional and easy to remember.
- It should include your name, preferably first name and last name.
- It should be a personal email address, not one shared with family.
- Avoid including the birthyear as it's easy to guess the age of marysmith79@mail.com
- Avoid using letters 'O' 'l' 'L' and numbers '1' '0' since it's harder to distinguish what they are based on font used. If I use 'l', is that a one, lower case L, or capital i?

For job seekers, the answer is simple...use your name! If your name is Mary Jane Smith, you might choose maryjsmith@gmail.com. If it's not available, try different variations that include your first and last name.

[dhs.sd.gov/
transitionresources.aspx](http://dhs.sd.gov/transitionresources.aspx)



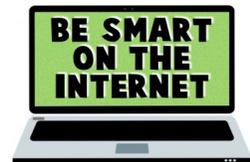
DakotaLink

Social Media/Job Search

Many managers search the internet to learn about people they are going to interview to see if those people will be a good fit for the company. Here are a few steps you can take to make sure the internet makes a good first impression of you:

- ◇ Look up your name in a search engine like Google, Bing, or Yahoo.
- ◇ Check the privacy settings on your social networking pages; set them so only your friends can view your posts, pictures, and comments.
- ◇ Talk to your friends about what they post about you on their pages.

- ◇ Delete the following things from your social networking sites:
 - Inappropriate photos
 - Racial or political comments
 - Comments or photos of underage drinking and/or drug use
 - Negative comments about current or former bosses
 - Poor online wording, grammar, and spelling skills



DakotaLink is the South Dakota Assistive Technology Program that provides service state-wide. Their mission is to assist individuals with functional limitations; due to a disability, illness, injury, or the effects of aging; maximize their potential whether at home or in the community, at school, at work, or at play through the use of Assistive Technology (AT). An assistive technology device is any equipment or tool that helps individual overcome limitations in daily activities.

For transition, they typically assist with providing computers and software that address needs in Reading, Writing and Math, but there is more they can help with so let me know if you would like to learn more!

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Facebook: <https://www.facebook.com/DakotaLinkAT>

Top 5 AT Devices that Dakotalink has helped students with:

For Writing (Speech to Text):

Dragon Professional

<https://www.nuance.com/dragon/business-solutions/dragon-professional-individual.html>

For Reading (Text to Speech):

TextHelp's Read & Write

<https://www.texthelp.com/products/read-and-write-education/>

Kurzweil 3000:

<https://www.kurzweiledu.com/k3000-firefly/overview.html>

For Math:

Algebrator

<https://softmath.com/>

For Taking Notes:

Sony Digital Recorder

<https://www.sony.com/electronics/voice-recorder-products/t/voice-recorders>



Want to talk to Dakotalink about AT devices that may benefit you?
Contact me or ask your teacher about scheduling an AT referral to get the process started!

Explore education & career options with **Career Launch SD.**

We can help with:

Resume/Cover Letter Writing

Applications

Interviewing Skills

Soft Skills

Career Exploration

Job Search

Work Experience

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08/2019