

# Scottish Learning Disability Week 2024

Monday 6 – Friday 10 May

Digital Inclusion



#ScotLDWeek24 | #MyRight2Digital

Connectivity  
Technology  
Broadband  
Webinar  
Hardware



## Digital Inclusion - Glossary of Hard Words



### Easy Read

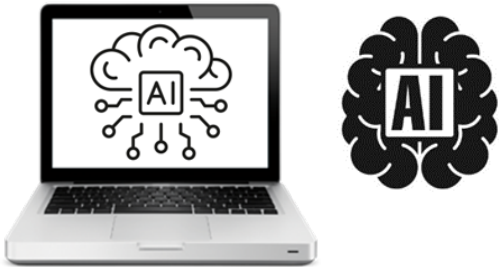
Connectivity  
Technology  
Broadband  
Webinar  
Hardware

This easy read is about hard words used in the theme of digital inclusion.

A TO Z

Words and terms listed below in alphabetical order:

# A



**AI** stands for Artificial intelligence.

AI is technology that gives machines the ability to answer complicated questions in a human way.



**Alexa** is a virtual voice assistant which uses AI to answer questions and do tasks, such as playing music.

You use Alexa by talking to it and asking it to do things.



It works on Amazon Echo devices.



An **anti-virus** is a program that acts like a security guard for your computer.

It scans your computer and removes any bad files before they can cause harm. It is like an invisible shield protecting your computer from digital threats.



An **App** is a type of software that can be downloaded on a computer, tablet or smartphone. It is a small program that is made to do one thing.

**App** is short for Application.



**Assistive technology** is any equipment, or system that helps people with disabilities live more independently.

It can include a wide range of devices, such as hearing aids and screen readers.



An **avatar** is a visual representation of yourself online. It can be a picture, a cartoon character, or even a 3D model.

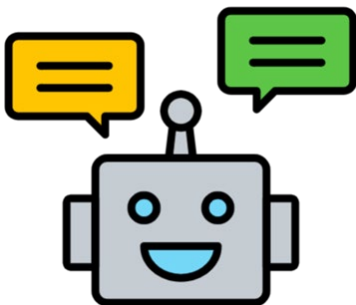
You use it to identify yourself in different online spaces.

## B



**Broadband** is a high-speed internet connection, like a wide motorway for data.

## C



A **Chat-Bot** is a computer program that acts like a human conversation.

They are often used to answer questions on a website.



The **cloud** is a safe place online where you can store your files.

For example, Google Drive and iCloud.



A **computer** is a powerful, electronic device that can do huge calculations with numbers, remembers everything, connects you to the internet.

You can use a computer to:

- Look up information
- Type documents
- Send emails
- Play games
- Watch videos



A **computer mouse** is a handheld device that allows people to move an arrow on the computer screen to choose options and click buttons on the mouse to choose what you want to do.



**Connectivity** means having an internet connection so that you can use your digital devices online.



**Cyber** means anything related to the digital world, especially the internet and computer networks.

The word cyber can simply be used to describe things that exist online.

## D



A **desktop computer** is a computer that is used on a desk or table.





A **device** is any machine that uses electricity to perform a task.

This could be something simple like a calculator or remote control for a TV. It could also be something more complex like a mobile phone or computer.





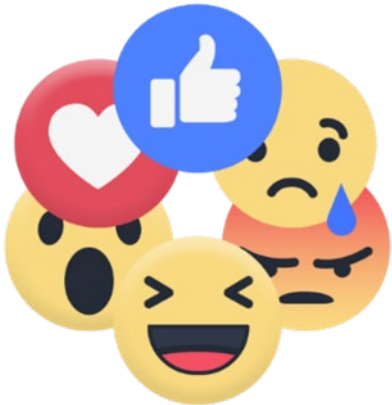
**Digital Access** is being able to use electronic **technology**.

**Access** means a way in.

**Technology** means electronic equipment.



**Digital exclusion** is when people cannot get online and cannot access digital technology.

	<p><b>Digital Inclusion</b> is when people can get online and can access digital technology.</p>
	<p><b>Digital technology</b> covers a big range of technologies. This includes computers, mobile phones, the internet, and artificial intelligence.</p>
<p><b>E</b></p>	
	<p>An <b>emoji</b> is a small digital image or symbol.</p> <p>An emoji can be used in text messages, email, and social media.</p> <p>Emojis can be used for fun or to show how you are feeling.</p>





The most used emoji is a **thumb up** or **like emoji** to show you like or agree with something.



**Email** is sending and receiving digital messages through computers and smartphones.



An **email address** looks like this:  
[johnsmith@googlemail.com](mailto:johnsmith@googlemail.com)



**Fake news** is false stories that are made to look like real news.

Fake news is spread through social media, websites, or other online platforms.



It is important to be aware of fake news and to make sure information is correct before sharing with others on the internet.



A **file** or digital file is simply information stored electronically on a device, like text, pictures, sounds or video.

You can store, copy, and share these files on your computer or with others when online.

# G



A **gaming console** or games console is an electronic device for playing video games.



A gaming console connects to a TV or a monitor and uses a hand controller instead of a keyboard or mouse.

It is an entertainment system made specifically for gaming.



**Google** is the most popular way of searching the internet to find information.

Google is a search engine.

# H



**Hardware** means computers or other electronic devices such as the monitor or smart phones. It is device that you can touch and see.

# I



**The internet** is lots of computer networks working together.

The internet is where you can get lots of information from websites.



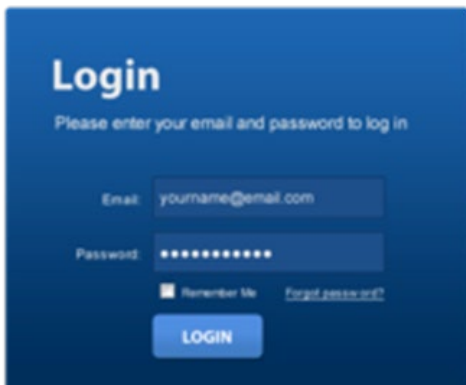
**IT** is short for Information Technology.

IT refers to all things related to using computers and other electronic technology.

# L



A **laptop computer** is a type of personal computer that can be easily carried from one place to another.



A **login** is the information you need to get into your computer.

This might be your email address.

You will need a password.

# O



**Online** means using the internet.



An **online platform** is any website or app on the internet.



**Online safety** means keeping yourself safe when you are on the internet.

For example, not sharing your passwords with anyone else.

**P**



A **password** is a private code that you create to protect your online accounts, such as email, social media, or online banking.

A password is like a key that unlocks the door to your account.

## Q



A **QR code** is a unique code used to provide easy access to online information through the digital camera on a smartphone or tablet.

It looks like a square with many black squares inside arranged in different ways.

## S



An online **scam** is a dishonest scheme to try and trick you into giving away money or personal information.





A **Search Engine** finds webpages on the internet.

You type in the words that you want information on. The search engine then looks for webpages that contain that information.



A **Smart Device** is any device you can use by talking to it and asking it to do things like things.



Examples of voice assistant smart devices include Amazon Alexa, Apple Siri, Microsoft Cortana, Google Assistant, and Samsung Bixby.



A **smartphone** is a small handheld device that combines a mobile phone, a personal computer, and has audio and video.



**Social Media** is any digital platform that allows people to connect, share information, and stay in touch with friends online.



**Social Media Platforms** are things like:

- **Facebook**
- **Instagram**
- **X (Twitter)**
- **Vimeo**
- **WhatsApp**



- **Facebook** is a social media website that allows users to create profiles, connect with friends and family, share updates, and join groups.



- **Instagram** is a social media platform where users can share photos, stories, and videos with their followers.



- **X** used to be called Twitter.

It is a social media platform that allows users to share short messages, also known as tweets, with only a short amount of words allowed in each tweet.

Tweets can include text, images, videos, and links, and users can follow other users to see their tweets.



- **Vimeo** is a video website that allows people to create, upload, share videos.



**WhatsApp** is a free instant messaging platform that allows people to send text messages, voice messages, video messages, images and documents.



**Software** is a set of instructions that tell a computer what to do.

Examples of software include:



- Microsoft Word
- Microsoft PowerPoint
- Photoshop



**Streaming** is watching a TV show or movie via the internet without downloading it first. Unlike traditional TV you can watch any time you like and don't need to wait until a scheduled time.

You can also stream things like music, audiobooks and podcasts.

## T



A **Tablet** is a type of computer device that is usually in between a smartphone and a laptop in size.

You touch the screen on a tablet to do things such as: browse the internet, watch videos, play games, read articles and e-books.



**Teams** is a way of talking online by text or video calls.



**Technology** is any electronic or digital device.

This includes computers, mobile phones, the internet, and artificial intelligence.

## V



**Video calls** allow two or more people to see and hear each other over the internet.

They are like phone calls, but you can also see the person you are talking to.

Examples include Teams and Zoom.



**Virtual** means something electronic that is made to look real but is not real.

It is often used to describe things that exist only in computers or on the internet.



A **Virtual Event** is an event that happens on the internet using a video call.

## W



A **website** is a collection of electronic pages, which are linked together, that can be accessed through the internet.

It is a virtual place where you can find and share information.





A **webinar** is a live workshop, talk or presentation held online, instead of having to travel to a physical location.

You attend on your own computer or other media device like a tablet or phone.



**WiFi** is what you need to be able to use the internet.

It allows you to use the internet without using a wire to connect.

**Z**



**Zoom** is a way of talking to other people online by video.