



GOOD PRACTICES FOR DIGITAL HYGIENE

In today's world, the impact of technology

- especially information and communication technologies
- is immense. It plays a crucial role not only in the context of personal data protection, but also strongly affects our physical, mental, and social health.

Digital hygiene is a set of practices aimed at ensuring safety and well-being while using digital technologies. It is also a way to make sure that technology serves the user, and not the other way around.

This guide is intended to support working individuals and students at Wrocław University of Science and Technology in developing attitudes and practices that enable the use of electronic devices and modern technologies in a way that does not endanger their health.

Below are some good practices for maintaining digital hygiene:

- Limit the time you spend online, set personal limits, establish boundaries, and remember to take breaks.
- Plan time without using the internet – try a “digital detox”.
- Pay attention to your screen time and use apps to track it if needed.
- Silence ringtones and reduce the number of notifications.
- Keep your phone out of sight during meetings, work, and study sessions.
- Avoid using your phone at least one hour before sleep and after waking up. Silence your phone during sleep.
- Eat meals without your phone in sight.
- When using screen devices, change your body position regularly, take breaks, and look away from the screen.
- When using your phone or other devices, ensure your own safety and that of others, especially in traffic.
- Disinfect/clean your phone at least once a day.
- Remember cybersecurity: regularly update your software, use strong passwords, protect and encrypt your data, download apps only from official stores, don't share personal information, and always check privacy settings in apps and online services.
- Keep in mind that nothing posted online ever truly disappears. Don't be a participant in online violence or abuse.
- Talk to your loved ones about what is good and bad online. Don't remain indifferent.
- Make time for physical activity and face-to-face meetings with family and friends, and limit your online availability during these moments.
- Train your brain and memory – learn new things, study new content or foreign languages, play different games, and solve puzzles for fun and enjoyment.
- Accept yourself as you are. Talk, appreciate, and don't let others shape your life.
- Share your online experiences and the difficulties you face with your loved ones.





If you are an employee:

- When working online, focus on one task at a time – avoid multiscreening.
- If you want to complete a specific task, consciously limit other distractions – don't check your email, turn off notifications.
- Do not send work-related emails or messages at night or on days off. If you need to write something during that time, schedule the message to be sent later. Help others maintain digital hygiene as well
- Respect the working (including task-based) and rest time of others: colleagues, subordinates, students. Except in urgent situations, do not contact them outside their working hours or on their days off. Be mindful of vacations, sick leave, training days, etc.
- If possible, use different devices and accounts for work and personal purposes.
- Keep your folders organized and close unnecessary browser tabs.
- Learn to relax outside of work and disconnect mentally and emotionally. Make use of our University's resources (training, workshops, support groups, recommendations, psychological support) or explore your own ways to maintain emotional balance.
- Teachers – set clear rules for using digital devices during your classes and stick to them. Students – respect these rules.

If you are a manager:

- Try not to schedule meetings (including virtual ones) after 5:00 p.m.
- Make sure team meetings are held in person at a scheduled time and, whenever possible, in a location convenient for everyone – they play an important role in team integration and help prevent feelings of isolation, disconnection, and burnout.
- Establish effective team practices for returning to work after vacation, sick leave, research leave, or other absences to ensure the transition isn't overwhelming, particularly regarding the backlog of emails, tasks, and responsibilities.

Maintaining a balance between online activities and real-life experiences is crucial – both for ourselves and those around us.

Without setting personal rules and limits, excessive use of digital devices and the internet can lead to negative consequences such as: sleep problems, digital stress, neglecting responsibilities, difficulty concentrating, strained relationships with loved ones, lower self-esteem and self-acceptance. In some cases, it may even develop into an addiction.

That's why it's important to learn moderation, build healthy habits, and stay aware and in control of your presence in both the virtual and real world. If you feel that this is becoming a problem for you, don't hesitate to talk to a specialist:

For students:

<https://dzd.pwr.edu.pl/pl/pomoc-i-wsparcie/poradnia-psychologiczna>

For employees and doctoral students:

<https://dpm.pwr.edu.pl/wsparcie-psychologiczne>

