

### Lesson 1- Logging in

Passwords – Always use capitals, symbols, numbers. Keep secure and never give out

Your user name for your email and teams is [y23surnameinitial@ocacademy.co.uk](mailto:y23surnameinitial@ocacademy.co.uk) password is same as one you create for the system

Create folders to save work in use Underscores: science\_project

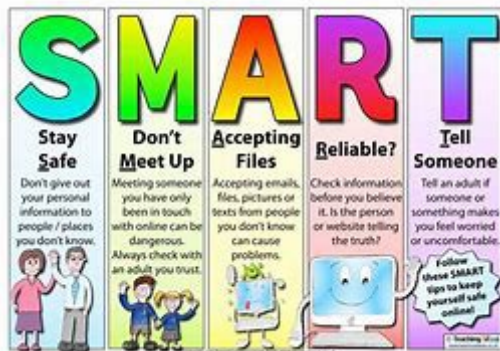
Use a sensible name to describe the file:

Homework\_2014\_Nov.xls

### Lesson 3 Digital Footprint

When you use different apps and websites, when you log into a social media site and start connecting with other users you are creating data.

When you click on an item you want to buy, you are creating data, even when you are randomly searching the world-wide-web, you're creating data.



### Topic 1 – I am an E-Safety officer

### Lesson 2 File extensions, communication and cyberbullying

How we speak to each other and to our teachers online is very important and you must always remember to be respectful and speak appropriately.

Files and folders

- All data stored on a computer is saved to a file.
- A file that contains text is often referred to as a document.
- A selection of files can be stored in a folder.
- A folder can also contain other folders, which are technically then called sub-folders.

Extension	File type
.doc / .docx / .pdf	Document
.xls	Spreadsheet
.png / .jpg	Image
.mp3 / .wav	Audio

### Lesson 4 - 6 On and offline relationships

Online relationships teaches us how to stay safe online. You need to ensure you are aware of who you are sharing your details with and what you share. You have online relationships via you profiles on social media, celebrities you may follow, people commenting on posts, private messages.

**Private account** – only people you allow can see your information

**Public account** - everyone can see it

**Positives of online relationships** – followers, subscribers, online dating and friendship building

**Negatives of online relationships** – grooming, catfishing, cyberbullying and radicalisation

**E-Safety** – Staying safe online, protecting yourself when using electronic devices

### Lesson 7 Computer Laws

**Computer Misuse Act** – Using computers inappropriately including using someone else’s password

**Data Protection Act** – Protecting your data so it cannot be given out

**Copyright and Patents Act** – Protecting peoples work and stopping others from copying it

### Questions

**What file type would a word document be?**

What is meant by digital footprint?

What is E-Safety?

What are the 8 principles of the data protection act?

Give an example of a strong password?