

Knowledge Organiser: Using Computers Safely, Effectively and Responsibly

Summary

Behaviours such as **altering computer data without permission**, **hacking**, **cyberbullying** and **trolling** are considered unethical and harmful in relation to **computer systems**.

Stay safe from **phishing** by deleting unknown email immediately. Do not follow any links contained in the **email**. Instead, **go to the website directly**, and try to log in there.

There are a number of ways to protect against **malware**: install antivirus software and use firewall. Show caution by not opening emails from senders who you do not recognise and not installing **programs downloaded illegally**.

The easiest way to stay safe online is to stay in control of **personal information** given out.

Resizing images and **compressing files** reduces the upload and download time when sending email.

File Explorer is a software application for managing your files, searching them and navigating around them.

Always choose a **password** that's difficult for someone else to guess. Use a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Key Vocabulary

Attachment	A file that is sent with an email.
Anti-virus	Anti-virus software scans all forms of storage devices for viruses and, if found, attempts to
Computer system	Computer system is one that is able to take a set of inputs, process them and create a set of outputs.
Cyberbullying	Cyberbullying involves sending offensive texts or emails, posting lies or insults on social networking sites and sharing embarrassing videos or photos online.
File sharing	The act of sharing files over the internet.
Hack	Gaining unauthorised access to a computer.
Malware	Malicious software created to damage or gain illegal access to computer systems.
Phishing	Trying to trick someone into giving out information over email is called 'phishing'.
Troll	A derogatory name used as a term for a person who posts offensive messages online.

Email is short for 'electronic mail'

Advantages of using email

- Can send to multiple recipients at once
- Can send attachments
- Sent instantly at any time
- Can request a receipt that the email has been read
- Can send and receive email from any web enabled device

Disadvantages

- Spam
- Viruses
- Phishing
- Need an Internet connection
- Your message can only be read when the recipient next logs in and checks their mail

Staying safe online

Never disclose

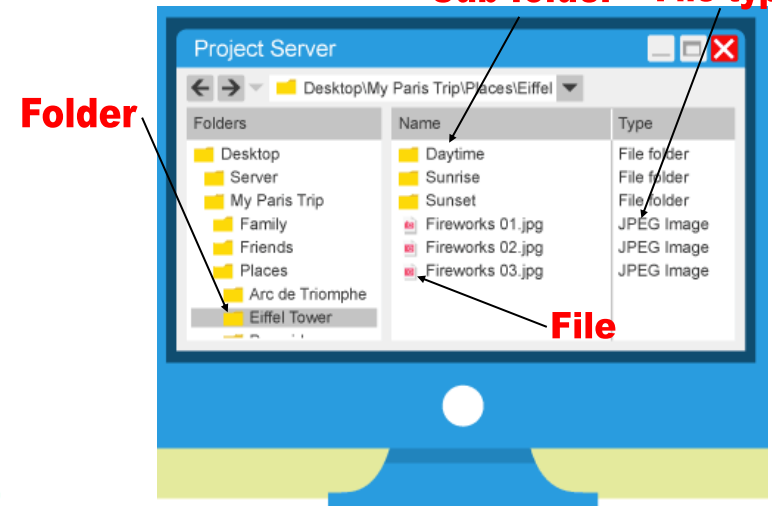
your name telephone number address or school

Never accept someone as a 'friend' on social media simply because they claim to know another friend of yours. **Always be cautious about what you say online.**

Never agree to meet anyone in person that you've only known online. If somebody does start sending you messages that offend or upset you, tell an adult that you trust.

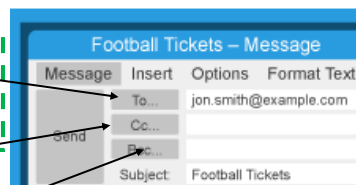
Folders, sub-folders & files

Sub-folder File type



Sending an email

To
— enter it here if this email is directly addressed to this person.



Carbon copy (Cc)

— enter it here if the email needs to be seen by this person but is not addressed to them.

Blind Carbon copy (Bcc)

— enter it here to prevent other recipients knowing you've sent it to this person.

Visit these websites for advice

Webwise

