Topic 1 | **Computer Science** | Setting up and being safe
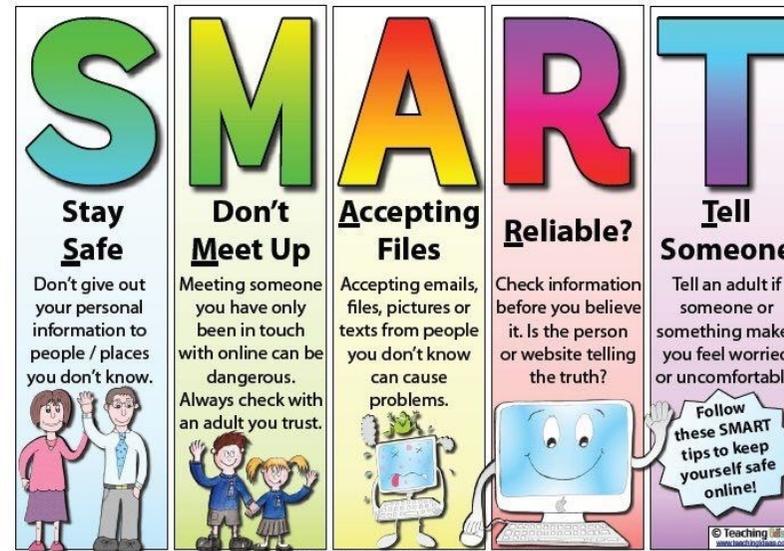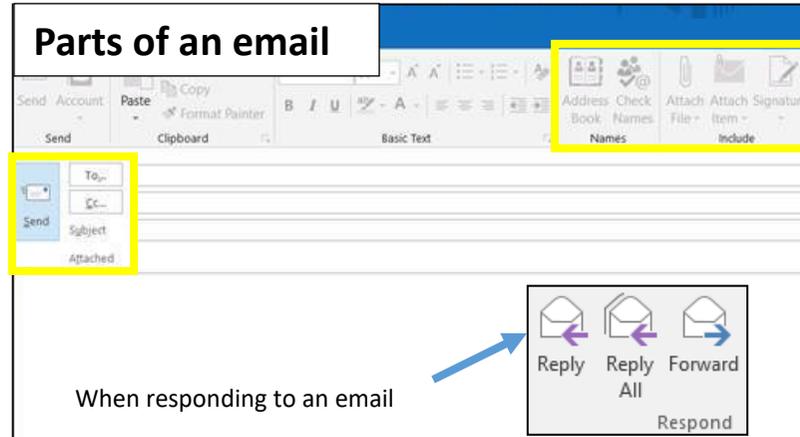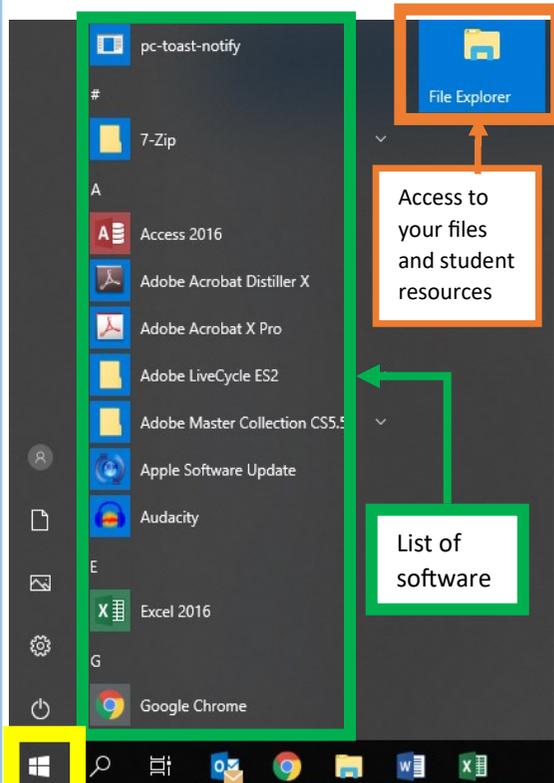
Top tips

Password—should be strong -over 12 characters and making use of uppercase, lowercase, numbers and symbols. Do not share this with anyone.

Locking computers—Crtl + Alt + Delete—every time you leave your computer.

Saving—File,. Save as, This PC. Find your work area (starts with your username). Organise your files into folders.

Turning on—desktop unit behind and attached to the monitor—press the power button on the side. The monitor can be turned off separately under the right hand side of the screen.

Access to your files and student resources

List of software

Parts of an email

When responding to an email

Reply | Reply All | Forward

Respond

SMART

Stay Safe — Don't give out your personal information to people / places you don't know.

Don't Meet Up — Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.

Accepting Files — Accepting emails, files, pictures or texts from people you don't know can cause problems.

Reliable? — Check information before you believe it. Is the person or website telling the truth?

Tell Someone — Tell an adult if someone or something makes you feel worried or uncomfortable.

Follow these SMART tips to keep yourself safe online!

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E-safety websites:

www.thinkuknow.co.uk

http://www.safetynetkids.org.uk/

https://www.childline.org.uk/

https://www.bbc.co.uk/bitesize/

Character	Any single letter, number, space, punctuation mark, or symbol that can be typed on a computer.
Folder	Organising your files into these.
Hardware	Physical components of the computer. E.g Keyboard and Mouse
Software	Programs that are run on the computer. E.g word and paint
CC/ BCC	Carbon copy/ Blind carbon copy. Used to copy other people into an email anonymously or not.
Reply/ Reply all	Sending a response to an email received, either to the person the message is sent from or everybody involved in previous emails.
Forward	Sending an email received to somebody else for them to see.
Signature	A closing to an email. Many of these can be created.
Attachment	Linking a file, image or something else into the email.
Network	2 or more computers connected together.
Ethernet	A cable that can be used to connect each computer to a network.
LAN	Local area network. Computers connect over a Small geographical area. E.g home, school, office.
WAN	Wide Area network. 2 or more LAN's connected together.
Encryption	Scrambling data to ensure it is only understood by the people involved.

Computer systems | Impacts and Issues