

COMPUTING — Digital Citizenship

What are the hazards ?



Rules of a computing lab

1	No Food
2	Drinks are allowed, as long as they are in no-spill containers
3	Keep your password safe
4	Computers and peripherals are not to be moved around
5	Do not install software on the computers
6	Do not display or print sexually explicit graphics
7	No Mobile Phones
8	Behaviour and activities that disrupt other users or disrupt the learning in the computer labs is not allowed
9	Remember to log out whenever you are done using your computer.
10	Each person may use one computer at a time, unless otherwise instructed.

Key Terms

Password	A secret word or phrase which allows access to a computer system or service.
Computing Lab	A computer lab is a space which provides computer services to a defined community.
Screen Time	Time spent using a device such as a computer, television, or games console.
Email	Messages distributed by electronic means from one computer user to one or more recipients via a network.
Email Recipient	An email recipient is an individual who has opted-in to receive email from either an individual or a business
Email Subject	An email subject line is the first text recipients see after your sender name when an email reaches their inbox. It is important to keep an email subject line informative, catchy, and brief.
CC / Carbon Copy	(Carbon Copy) - Put the email address/es here if you are sending a copy for their information (and you want everyone to explicitly see this)
BCC/ Blind Carbon copy	(Blind Carbon Copy) - Put the email address here if you are sending them a copy and you do not want the other recipients to see that you sent it to this contact
Etiquette	The way you behave online
Sexting	To send (someone) sexually explicit photographs or messages via mobile phone.
Cyber bullying	The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
Digital Footprint	A digital footprint is a trail of data you create while using the Internet. It includes the websites you visit, emails you send, and information you submit to online services.
Presentation Software	A software application that is specifically designed to allow users to create a presentation of ideas
Audience	A group of people who your presentation would be aimed at

Year Term

What are Online Activities

- Socialising online on a range of social apps
- Watching TV online through YouTube
- Gaming

Reporting Online Abuse

- Report abuse on the CEOP site
- Child line
- Talk to a trusted adult, Tell a teacher
- Report behavior to the social media site



Email Etiquette

- Include a clear subject matter
- Always use an appropriate greeting.
- Consider the purpose of your **email**.
- Do not use emojis

What makes an effective presentation?

- Only Text Prompts are used (Keywords)
- Text is kept to a minimum
- All images used are relevant and appropriate to the subject

Characteristics of a strong Password

- At least 8 characters - the more characters, the better. A mixture of both uppercase, lowercase letters,, numbers and symbols e.g., ! @ # ?]