

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

Characteristics of a strong Password

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

What are Online Activities

- Socialising online on a range of social apps
- Watching TV online through YouTube
- Building their digital footprint by sharing details about their day to day life with friends and family or people they've met online
- Gaming online with friends online regularly
- Doing homework through video chats with friends
- Taking part in online challenges with friends

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 & Email Signature

Email Etiquette

- Include a clear subject matter
- Always use an appropriate greeting.
- Consider the purpose of your **email**.
- Do not use emojis
- Don't hit reply all or CC everyone.
- Reply in a timely fashion.
- Never use inappropriate language
- Spell Check

Email Signature

- Include Name
- Include surname
- Include Job title
- Include employment name
- Include employment address
- Include contact details—email/telephone

Trinity Online Platforms

- SharePoint
- Trinity TV
- Safety Net
- Teams
- Outlook
- Hegarty Maths
- Educake Science
- Educake Computing
- GCSE POD
- GCSE bitesize

Online Relationships & Online Reputation - Key Terms

Relationships	The relationship between two people or groups is the way in which they feel and behave towards each other. A relationship is a close connection between two people, especially one involving romantic or sexual feelings.	Cyberbullying	The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
Sexting	Sexting means using a phone, computer, or camera to take or send sexy messages or images — usually selfies	Digital footprint	A digital footprint is data that is left behind when users have been online. There are two types of digital footprints, which are passive and active. An active digital footprint is where the user has deliberately shared information about themselves either by using social media sites or by using websites.
Explicit	Describing or representing sexual activity in a graphic fashion.	Responsible posting	Responsibly managing your social media use allows you to have the best of both worlds. The prevalence of social media in everyday life offers a place to be kind to others, find humour, or create something meaningful
Harassment	Harassment is unwanted behaviour that the receiver finds offensive or which makes them feel intimidated or humiliated. It can happen on its own or alongside other forms of discrimination	Personal data	Personal data is information that relates to an identified or identifiable individual. What identifies an individual could be as simple as a name or a number or could include other identifiers such as an IP address or a cookie identifier, or other factors.
Grooming	Grooming is when someone builds a relationship, trust, and emotional connection with a child or young person so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be sexually abused, exploited, or trafficked.	Reputation	An online reputation, or e-reputation, is the reputation of a company, person, product, service, or any other element on the Internet and digital platforms. This online reputation is impacted by the content an organisation distributes, the reactions of and interactions with web users, activity on social networks, etc.
Coercion	The use of express or implied threats of violence or reprisal (as discharge from employment) or other intimidating behaviour that puts a person in immediate fear of the consequences in order to compel that person to act against his or her will	Cache	A cache is a reserved storage location that collects temporary data to help websites, browsers, and apps load faster. Whether it's a computer, laptop or phone, web browser or app, you'll find some variety of a cache. A cache makes it easy to quickly retrieve data, which in turn helps devices run faster.
Radicalisation	The process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.	Privacy	Online privacy is the level of privacy protection an individual has while connected to the Internet. It covers the amount of online security available for personal and financial data, communications, and preferences.
Consent	Consent means actively agreeing to be intimate with someone. Consent lets someone know that intimacy is wanted. Sexual activity without consent is rape or sexual assault.	VPN	VPN stands for 'Virtual Private Network' and describes the opportunity to establish a protected network connection when using public networks. VPNs encrypt your internet traffic and disguise your online identity. This makes it more difficult for third parties to track your activities online and steal data.
Up skirting	Upskirting is a highly intrusive practice, which typically involves someone taking a picture under another person's clothing without their knowledge, with the intention of viewing their genitals or buttocks (with or without underwear).		