

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 Self Image & Identity - Key Terms

Self Image	Self-image refers to how a person sees themselves on a more global level, both internally and externally. Self-image is important because how a person thinks about themselves affects how they feel about themselves and how they interact with others and the world around them. A positive self-image can boost a person's physical, mental, social, emotional, and spiritual well-being.
Self-identity	Self-identity refers to stable and prominent aspects of one's self-perception. Self-identity is how a person identifies and defines themselves. Self-identity is a combination of personality traits, abilities, physical attributes, interests, hobbies, and/or social roles from a person's personal identity that they specifically selected to identify themselves
Social media	Social media are interactive technologies that allow the creation or sharing/exchange of information, ideas, career interests, and other forms of expression via virtual communities and networks. Social media allows individuals to keep in touch with friends and extended family. Some people will use various social media applications to network and find career opportunities, connect with people across the globe with like-minded interests, and share their own thoughts, feelings, and insights online.
Influencers	Influencers in social media are people who have built a reputation for their knowledge and expertise on a specific topic. They make regular posts about that topic on their preferred social media channels and generate large followings of enthusiastic, engaged people who pay close attention to their views.
FOMO	(fear of missing out) FOMO, or "fear of missing out," is a real phenomenon that is becoming increasingly common and can cause significant stress in one's life. It can affect just about anyone, but some people are at greater risk. The fear of missing out refers to the feeling or perception that others are having more fun, living better lives, or experiencing better things. It involves a deep sense of envy and affects self-esteem. It is often exacerbated by social media sites like Instagram and Facebook.
Stereotype	A stereotype is a fixed general image or set of characteristics that a lot of people believe represent a particular type of person or thing. If someone is stereotyped as something, people form a fixed general idea or image of them, so that it is assumed that they will behave in a particular way
Autonomy	In its simplest sense, autonomy is about a person's ability to act on his or her own values and interests. In order to do these things, the autonomous person must have a sense of self-worth and self-respect. Self-knowledge is also important, including a well-developed understanding of what matters to him or her.
Positivity	Body positivity refers to the assertion that all people deserve to have a positive body image, regardless of how society and popular culture view ideal shape, size, and appearance. Some of the goals of the body positivity movement include challenging how society views the body and promoting the acceptance of all bodies