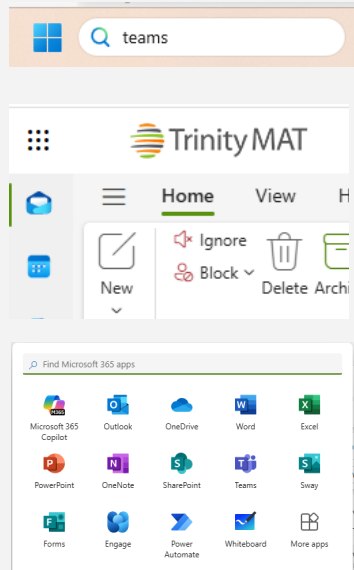
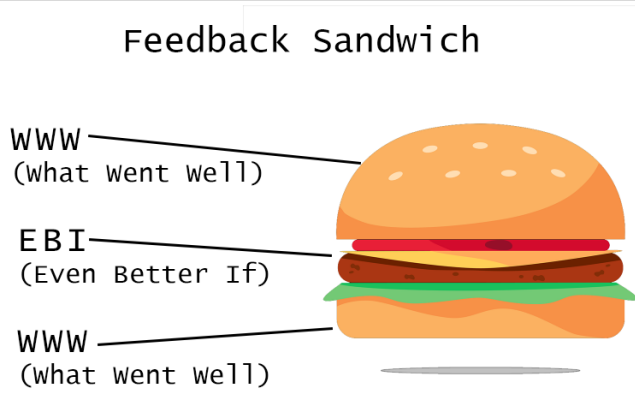




1. Hazards—Rules of the Computer Lab		2. Characteristics of a Strong Password		3. Teams																	
<table><tr><td>1</td><td>Bags & Coats to be kept under the desk.</td></tr><tr><td>2</td><td>No Food. Drinks are allowed, as long as they are in no-spill containers and are not kept on the desk top.</td></tr><tr><td>3</td><td>Keep your password safe - do not share it.</td></tr><tr><td>4</td><td>Computers and peripherals are not to be moved around or unplugged.</td></tr><tr><td>5</td><td>Do not attempt to download or install software on the computers</td></tr><tr><td>6</td><td>Do not search, create or display inappropriate material.</td></tr><tr><td>7</td><td>Remember to log out at the end of the lesson but only when instructed to do so.</td></tr><tr><td>8</td><td>Each person may use one computer at a time, unless otherwise instructed. Do not touch any one else's computer.</td></tr></table>		1	Bags & Coats to be kept under the desk.	2	No Food. Drinks are allowed, as long as they are in no-spill containers and are not kept on the desk top.	3	Keep your password safe - do not share it.	4	Computers and peripherals are not to be moved around or unplugged.	5	Do not attempt to download or install software on the computers	6	Do not search, create or display inappropriate material.	7	Remember to log out at the end of the lesson but only when instructed to do so.	8	Each person may use one computer at a time, unless otherwise instructed. Do not touch any one else's computer.	<div><ul style="list-style-type: none">At least 12-15 characters.A mixture of both uppercase and lowercase letters.A mixture of letters and numbers.Inclusion of at least one special character, e.g., ! @ # ?]Uses at least 3 Random words - no personal information.Memorable or stored securely using a password manager.Unique - create a different password for each account.</div> <p>A password is like a secret code to prevent unauthorised access to a device or account. Passwords should be hard to guess but memorable enough so that the user doesn’t forget it. A strong password wouldn’t use words similar to ‘<i>password</i>’, sequences like ‘123456’ or personal information such as your name, date of birth, or even names of pets, friends or your hobbies (such as the football team you support) as these make your password easier to guess.</p>		<p>AT TAB, we use Microsoft Office 365 and Computing classwork will usually be placed on Microsoft Teams.</p> <p>Teams can be accessed in different ways, such as the search bar, clicking the shortcut from the Windows Desktop, or online from within any Microsoft software by clicking the App Launcher (9 dot menu).</p> <p>Subjects which make use of computers will have a Team set up for each class.</p> <p>This will be where you can access the work set for the lesson (in Assignments) or documents needed for the lesson (in Class materials). Files opened on Teams will open in the necessary software such as in Microsoft Word, PowerPoint or Excel.</p> <div></div>	
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4. Email		5. Email Etiquette		6. Email Signature																	
<p>An Email [electronic mail] is a message distributed electronically from one computer user to one or more email recipients [the person who receives the email]. Emails are sent from one device to another via a network.</p> <p>Key features of a email software include being able to add subject line which allows you to give a brief overview of that the email is about.</p> <p>The To section allows you to list the recipients of the email that you will be expecting to reply.</p> <p>CC (Carbon Copy) sends a copy of the email to other recipients. This is usually done for information purposes or to let others know an email has been sent. You would not usually CC someone into an email if you expected them to reply directly.</p> <p>BCC (Blind Carbon Copy) allows emails to be sent to multiple people, however unlike CC, email addresses added to BCC do not show up to recipients so they will not see who else has received the email. This is essential for data protection, for example if school was to email all parents, the would need to use BCC to prevent all the recipients from seeing each other’s email address.</p>		<p>There are some simple rules we should follow to show etiquette [good manners] when sending an email:</p> <div><ul style="list-style-type: none">Include a clear subject lineAlways use an appropriate greeting and ending.Do not use emojis or slang.Don't hit reply all or CC everyone.Reply in a timely fashion.Never use inappropriate language.Spelling and grammar check.Add an email signature.</div> <p>It is important to use email etiquette to ensure your email is treated seriously by the recipient and also to ensure that the message or information in your email can be easier to understand.</p>		<p>When sending an email it is important that the recipient knows who the sender is. In some cases they may want to check if the email is legitimate before replying. To make it easy to do this it is common for senders to give some information</p> <div><div><p>In all emails</p><ul style="list-style-type: none">Include First NameInclude Surname [Last Name]No Nicknames<p>In a Job:</p><ul style="list-style-type: none">Include Job title and departmentInclude employerInclude employer addressInclude contact details—email/telephone<p>As a student:</p><ul style="list-style-type: none">Include your School name.Include your Class code/Form code.</div></div>																	

1. Presentation Skills	2. Giving Feedback	3. E-Safety
<p>For an effective presentation, when creating slides in software such as PowerPoint, the slides should be used to make the presentation more engaging. They are not meant to be used as a script for the presenter to read out.</p> <div><ul style="list-style-type: none">Only Text Prompts are used (Keywords)Text is kept to a minimumThe presentation should be structured with a suitable introduction.Summarise the key take aways from your presentation at the end.Any images used are relevant and appropriate to the</div> <p>Remember when presenting to project your voice, speak clearly, and vary your voice to give emphasis to key words or phrases. Making eye contact and using hand gestures will help you appear more confident.</p>	<p>When giving feedback to peers it is important that this feedback is given respectfully, will give the recipient more confidence and help them improve on their work or presentation in the future.</p> <p>One method for giving feedback is the sandwich technique where we would start by saying something positive or a What Went Well (WWW), the filling of the sandwich would be our improvements or Even Better If (EBI) before ending with another WWW.</p> <div><p>By structuring our feedback this way, the recipient will hear the positive things about their work first and be more open to listening to what needs to be improved.</p><div><p>Feedback Sandwich</p></div></div>	<p>E-Safety is the steps and precautions that we take to ensure we always remain safe whilst we are online. Much of e-safety is about taking a common sense approach to being online and being cautious when interacting with others.</p> <p>Some possible dangers of being online are:</p> <ul style="list-style-type: none">StrangersExposure to inappropriate content such as images, videos or games showing illegal, extremist, violent or sexual activities.Fraud, catfishing and hackingViruses or other malwareCyberbullyingAddiction and impact on mental health
4. Cyberbullying	5. Health & Safety	6. Social Media
<p>Cyberbullying is the use of the internet on any type of device to intentionally cause someone to feel hurt or distressed. This can include:</p> <ul style="list-style-type: none">Comments intended to cause upset or embarrassment.“Hate” speechRacist or Homophobic messagesSexual messagesRepeated unwanted communication <p>Cyberbullying is a form of bullying using of digital technologies. It can take place on social media, messaging apps or platforms, live streams, gaming platforms and mobile phones. It is repeated behaviour, aimed at scaring, angering or shaming those who are targeted. It is important that people who feel that they are being harassed or bullied seek support.</p> <p>This could be reporting the activity to the app or platform on which the bullying is taking place such as Instagram, Snapchat or Facebook. Telling a parent or guardian. Telling a trusted adult, this could be any member of staff in school you feel comfortable talking to. You can also tell a friend who then may be able to support you, but it is likely that it will take intervention from an adult in order to make the bullying stop.</p>	<p>Working with computers for long periods of time can cause a number of health problems. The most common ones are:</p> <div><ul style="list-style-type: none">Back Strain this is where you get pains in your back from not sitting at the computer correctly. How can it be prevented – make sure you sit on an adjustable chair with your back straight.Eye Strain is when you get pains in your eyes/headaches from looking at a computer for too long. How can it be prevented – take regular breaks, don’t sit too close to the screen, use screen cover or window blinds to reduce glare.Repetitive Strain Injury (RSI) is damage to the fingers and wrists due to repeated movements over a long period of time e.g. typing letters into a keyboard, using a mouse, game controller or phone. How can it be prevented – take regular breaks, use a wrist rest, sit in the correct position</div> <p>The key to reducing the risks is to avoid prolonged use of any device, take plenty of breaks, and ensure you are seated comfortably.</p>	<p>Social media is any online platform accessed through an app or website that allows people to communicate with each other and to upload and share content such as posts, comments, videos or images to friends and a wider audience.</p> <p>Most social media platforms have a minimum age, requiring users to be 13 to use them. For some platforms the minimum age might be older.</p> <p>There are billions of people worldwide using social media and so we need to consider carefully what information we share on social media platforms ensuring we also set our privacy settings to allow only the people that we want to see our information, photos and other posts.</p> <div></div>