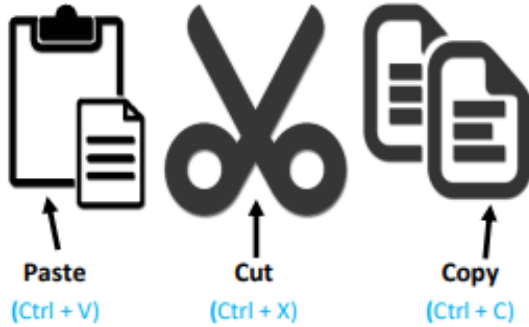


## 7.1 Collaborating online respectfully

This unit has been designed to ensure that you are given sufficient time to familiarise yourself with the school network. Whilst completing this unit, you will also learn how to use presentation software effectively. In terms of online safety, this unit focuses on respecting others online, spotting strangers, and the effects of cyberbullying.

### Shortcuts



Faster ways of achieving a common task. You can use to make yourself much more efficient. There are many more than listed here. To use them, press and hold control on your keyboard and then the relevant letter.

Weak Passwords	Normal Passwords	Strong Passwords
accident	AcciDent	AccIden7
susan	Susan53	.Susan53!
jellyfish	Jelly22fish	Jelly22f\$h
smellycat	Sm3llcat	\$m3llyc@t

### Office 365 & One Drive

You can log into Office 365 and One Drive using your username and password. Some good advice would be to save your log in details when prompted to save time in the future.

### Key Words:

Password	The way you access and secure you computer
Social Media	Websites and Apps which allow you to share information
Digital Footprint	The information that exists about you on the internet
Cyber Bullying	Bullying someone using an electronic device
CEOP	An organisation to keep children safe online
E-Safety	The methods we can use to keep safe online
Apps	Programs that you can use on digital devices
The Internet	A global computer network we use to share information
Search Engine	The way we find information on the internet
Profile	A collection of information about you, stored on a website
Fake News	News which appears to be real, but is in fact made up

### How to stop CYBERBULLYING



**LOG OFF** the site where the bullying is happening.



**BLOCK** EMAILS or messages. Don't respond to them.



**SAVE THE MESSAGE** or email and show an adult.



**TELL SOMEONE** you trust.







### Stay safe online

Remember the 5 SMART rules when using the Internet and mobile phones.



- S SAFE:** Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.
- M MEET:** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
- A ACCEPTING:** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!
- R RELIABLE:** Information you find on the internet may not be true, or someone online may be lying about who they are. Make sure you check information before you believe it.
- T TELL:** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

### Application Software:

Icon	Description	Uses
	Microsoft <b>Word</b> : <b>Word Processing Software</b>	Letters, reports, text based documents...
	Microsoft <b>PowerPoint</b> : <b>Presentation Software</b>	Presentations, interactive adverts
	Microsoft <b>Excel</b> : <b>Spreadsheet Software</b>	Spreadsheets, Graphs and Charts, Analysis
	Microsoft <b>Outlook</b> : <b>Email Software</b>	Email, Arranging meetings, calendars
	Microsoft <b>Publisher</b> : <b>Desktop Publishing Software</b>	Posters, fliers, graphical products
	Microsoft <b>OneNote</b> : <b>Note Taking Software</b>	Making notes, working together