

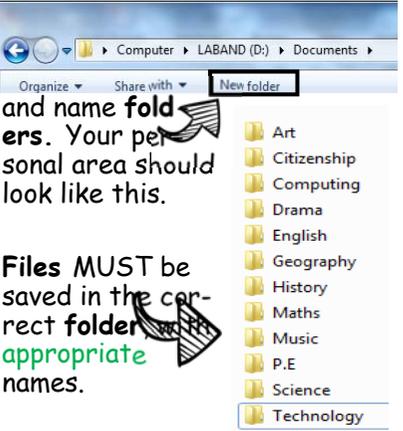


# Stockland Green Knowledge Organiser - ICT - Year 7 - Unit 1 - Files and E-safety

Overview of topic: You will develop your basic ICT skills, specifically using the Microsoft Office suite. You will improve your understanding of how file structures work and how to save your work appropriately. Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting your online identity and privacy; recognise inappropriate content, contact and conduct and know how to report concerns.

## Key content/ ideas/ concepts

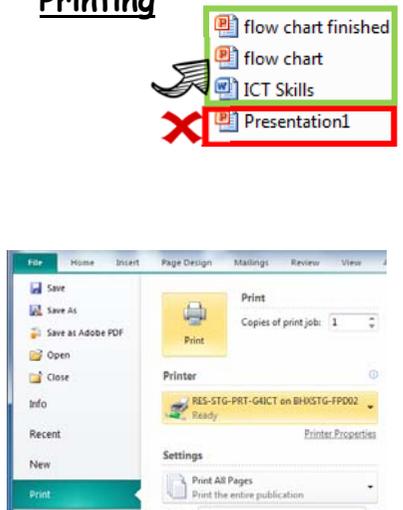
### Organising your area



and name folders. Your personal area should look like this.

Files MUST be saved in the correct folder appropriate names.

### Printing



## 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 when you're chatting or posting online. Personal information includes your email address, phone number and password.
- 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:** Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.
- 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.

**Strong passwords should have:**

- Capital letters
- Lower Case Letters
- 8 or more characters
- Symbols
- No dictionary words
- Numbers

## Keywords/ Glossary

- File:** An object that stores data or information used with a computer program.
- Folder:** An item that stores multiple files. A way to organise files by grouping them.
- Internet:** A global computer connection, made up of hardware.
- Web browser:** A program used to access the internet connection.
- E-safety:** Using digital technology in a safe a secure way.
- Private information:** Information that should only be accessed by yourself or trusted organisations.
- Public information:** Information that can be accessed by anyone.
- Digital footprint:** A trail of information that you leave when using the internet.
- Social network:** A website or application that allows users to interact socially and share files.

ESAFETY SUPPORT









**Useful sites**

<https://www.ceop.police.uk/safety-centre/>

<https://www.thinkuknow.co.uk/>

<https://www.saferinternet.org.uk/>



# Stockland Green Knowledge Organiser - ICT - Year 7 - Unit 1 - Files and E-safety

Bronze -Quiz Questions	Silver -Quiz Questions	Gold—Quiz Questions
1. What do we mean by 'personal information'?	1. Who are CEOP?	1. How old do you need to be to use Instagram?
2. Write down an example of a strong password.	2. What is cyberbullying?	2. How old do you need to be to use twitter?
3. Name 4 places you could go to for E-Safety support.	3. How can cyberbullying take place?	3. How old do you need to be to use Facebook?
4. What does a file path show?	4. Why do people choose to cyberbully?	4. How old do you need to be to use Snapchat?
5. What is a web browser	5. If you or someone you know is being bullied online who could you talk to?	5. Suggest 5 ways to stay safe online.
6. What is a file?	6. What can happen if you accept files from people you don't know?	6. What is identity theft?
7. What is a folder?	7. What is the internet?	7. You're playing an game online and someone you don't know wants to add you. What do you do?
8. What is a digital footprint?	8. Why is it important to names your files appropriately?	8. What problems can occur if you leave a negative digital footprint?
9. What is a social network?	9. Why is it important to organise your area?	9. You told your friend your password and now they've used your account to send mean messages. What do you do?
10. What is E-Safety?	10. What does a file extension tell us about a file?	10. You look at a classmates Facebook profile. You are not friends, but you can see their details. What would you advise them to do?
Total -	Total -	Total -