ST IVO ACADEMY
Astrea Academy Trust
INSPIRING BEYOND MEASURE

Overview

KEY WORDS

Folder	A folder is a storage space that can hold many files. For example if you created a 'Computing' folder, you would save all your Computing work in there.
Sub Folder	A folder within a main folder
Email	An electronic message that is sent via the internet
Phishing	Criminals use Phishing to obtain information about you, sometimes they pretend to be big companies like a Bank and try to trick you to pass personal information
Privacy Settings	You can change your profiles to be private or public. Privacy settings are where you will find options to control who can and cannot see your information and online profiles such as social media accounts.
Hacking	Unauthorised access to an account, file, folder or IT system
Email Signature	This is a digital signature that you can place at the end of an email that appears automatically.
Carbon Copy (CC)	Sending a copy of an email to someone else. For example if your tutor sends an email to your parents, they may CC in your head of year.
Attachment	A file that is inserted into an email and sent with it, for example, a picture

Key Learning that will take place in this unit

- Setting up user accounts for use of computers at St Ivo
- Understanding the need to creating a strong password to prevent unauthorised access
- Understanding the threats that exist when operating online.
- Understanding the school network, in particular 'Projects'
- Set up and learn how to access your school account
- Set up and learn how to use Go4Schools
- Create your Schoology account.
- Understand the purpose and need for good file and folder management.

Software and resources that will be used:

- Microsoft Outlook
- Go4 Schools
- Schoology
- Microsoft Windows
- Internet Explorer/Chrome
- Microsoft Word/Powerpoint

User Account and Passwords

At St Ivo, you will be given your own User Account which requires a password. This account will be used to access the computers in the school.
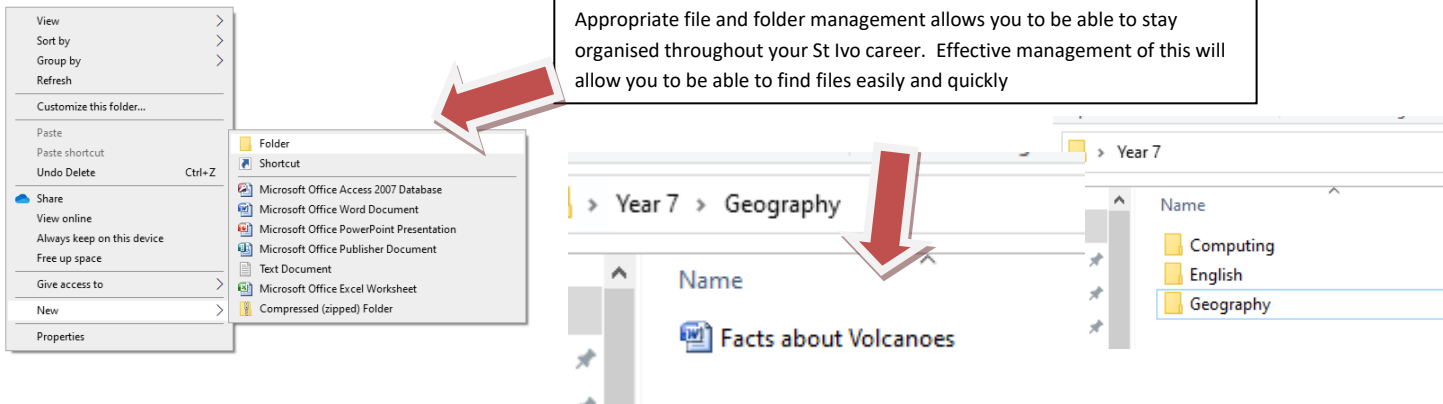
Starts with the year you joined the school: **20**

Then, first 3 letters of your first name: John   **20JOH**

Followed by the first 3 letters of your surname: Smith **20JOHSMI**

There for John Smith who joined in September 2020, his username is **20johsmi**

PASSWORD

You will need to create a strong password

Strong passwords help better secure your accounts.

Passwords should be

- At least 8 characters long
- Mixture of capital and small caps letters
- Mixture of letters and numbers
- Use of special characters such as !
- Example '5tr4WberRieS!'

File and Folder Management:

During this unit you will learn how to create a new folder by right clicking, selecting 'New' and clicking on 'Folder'

Appropriate file and folder management allows you to be able to stay organised throughout your St Ivo career. Effective management of this will allow you to be able to find files easily and quickly

Sub Folder: You will often do Classwork and Homework. There for it is important to create sub folders to organise the files within a folder
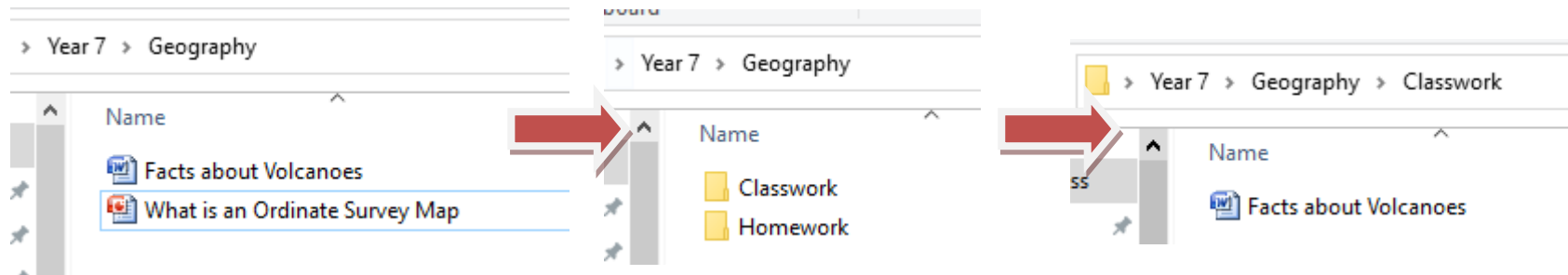

Use of Emails: You will be given your own school email address to use in school

Features of email

The many different features of email include:

- automatic reply to messages

- auto-forward and redirection of messages

- facility to send copies of a message to many people

- automatic filing and retrieval of messages

- addresses can be stored in an address book and retrieved instantly

- notification if a message cannot be delivered

- emails are automatically date and time stamped

- signatures can be attached

- files, graphics or sound can be sent as attachments, often in

Viruses Anytime Phishing Anywhere Spam Inexpensive

Disadvantages Advantages
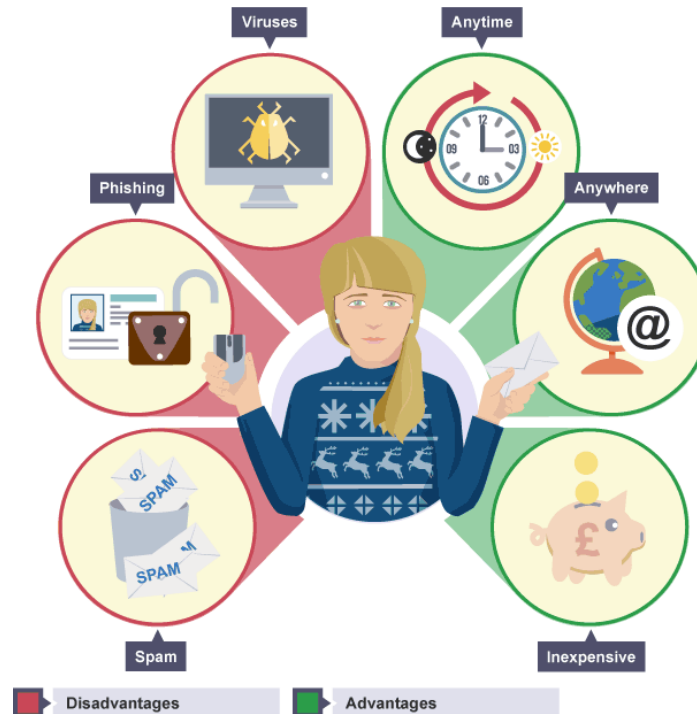
Identity Theft

Could someone else find out enough about you online to pretend to be you?

What would they need?

Could you fall victim to a scam?

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Your school email address:

20johsmi@astreastivo.org

It is made up of your username for your computer log on with @astreastivo.org

You will create your password in class.

If you forget your password, you should see Mr Thorpe in the ICT Network Office (Understudy)

Phishing

Trying to trick someone into giving out information over email is called 'phishing'. You might receive an email claiming to be from your bank or from a social networking site. They usually include a link to a fake website that looks identical to the real one. When you log in it sends your username and password to someone who will use it to access your real accounts. They might steal your money or your identity.

Your bank will never send you an email asking for your personal information or your username and password.

Tips to identify Phishing Emails

Greeting: The phishers don't know your name, so the greeting is not personalised.

The **sender's address** is often a variation on a genuine address.

Forged link: The link looks genuine, but it may not link to the website given.

Request for personal information: Genuine organisations never ask you to provide personal information via email.

Sense of urgency: Criminals try to persuade you that something bad will happen if you don't act fast Poor spelling and grammar: Generally phishers are not good proof readers!

Useful Links

BBC Bitesize

Emails: https://www.bbc.co.uk/bitesize/guides/zghfr82/revision/1

File and Folder Management: https://www.bbc.co.uk/bitesize/guides/z9n9q6f/revision/2

Spam Emails and Phishing: https://www.bbc.co.uk/bitesize/guides/zrtrd2p/revision/2

BBC Bitesize

THINK U KNOW .co.uk

TEST YOURSELF

1. The many different features of email include:

2. List 3 advantages of using emails

3. List 3 disadvantages of using emails

4. Explain why effective file and folder management is important

5. Give 3 tips to creating a strong password

6. Give an example of a strong password

7. What are 4 features of an email?

8. Michael has received an email from a company asking to confirm his personal information. Give 3 tips for Michael to user to identify if this is a phishing email.

At Home

How many different email addresses do you use?

Find out how members of your family use emails

If you have a family laptop or pc, check if your home files are organised, if not, sit with your parents and help them organise files and folders

Log into your school email account from the school website