

Vocabulary	
File	A specific piece of data held on a computer
Folder	A virtual location where programs, files and other folders can be located
Shortcut key	A combination of keys that when pressed simultaneously, perform some task that ordinary requires to use a mouse.
Email	Messages sent electronically over a computer network
Attachment	A computer file sent along with an email message
Search engine	A computer program that is used to look for information on the internet
Social network	An online platform that allows users to create a public profile and interact with other users on the website
Online profile	A social identity that an internet user establishes in online communities and websites
Privacy settings	The part of a social networking website, internet browsers, piece of software. Etc. that allows you to control who sees information about you
Cyberbullying	Using technology to bully someone
Virus	A program or piece of code that is loaded onto your computer without your knowledge and runs against your wishes and has detriment effect

Netiquette	Correct acceptable way of communicating on the internet
Cyberstalking	Repeated use of electronic communication to harass or frighten someone
Online Grooming	Deliberate act taken to befriend and create an emotional connection with a child, resulting in not food intentions
Sexting	Sending sexually exploit messages or images by cell phones and other electronic devices
Cyberpal	A friend who you only communicate with through the internet or cyberspace

E Safety



Strong password

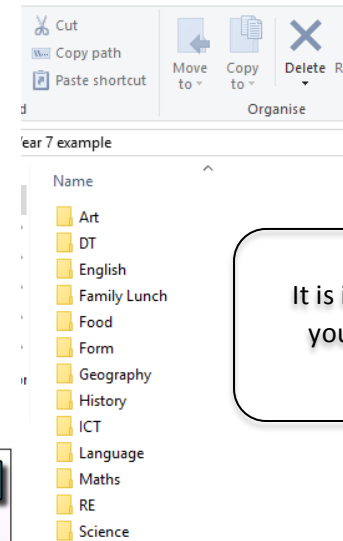
A strong password is one that is more secure by virtue of being difficult for a machine or a human to guess. Password strength can be achieved by incorporating the following characteristics; the more characteristics you incorporate into your password, the stronger it will be.



Characteristics of strong passwords

- 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., ! @ # ?]

File Structure



It is important to keep your files organised

S **Stay Safe**
Don't give out your personal information to people / places you don't know.

M **Don't Meet Up**
Meeting someone you have only been in touch with online can be dangerous. Always check with an adult you trust.

A **Accepting Files**
Accepting emails, files, pictures or texts from people you don't know can cause problems.

R **Reliable?**
Check information before you believe it. Is the person or website telling the truth?

T **Tell Someone**
Tell an adult if someone or something makes you feel worried or uncomfortable.

Follow these SMART tips to keep yourself safe online!

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SMART tips based on resources from www.thinkuknow.co.uk

How to stay safe online

1. **Protect your online reputation:** use the services provided to manage your digital footprints and “think before your post”. Content posted online can last forever and could be shared publicly by anyone.
2. **Know where to find help:** understand how to report to service providers and use blocking and deleting tools. If something happens that upsets you online, it is never too late to tell someone
3. **Do not give in to pressure:** if you lose your inhibitions, (a feeling that makes one self-conscious and unable to act in a relaxed and natural way) you have lost control; once you have pressed send you cannot take it back.
4. **Respect the law:** use reliable services and know how to legally access music, film and TV you want.
5. **Acknowledge your sources:** use trustworthy content and remember to give credit when using other’s work/ideas.

How to report a problem

If you have a problem and want to report it you have many options:

Tell your form teacher
Tell your Head of Year or

- Or go onto the school website and click
- Or send a text message

ORM2 + their message to 078600 21584



Year tutor

- Tell any member of staff
- Report it on whisper (either anonymously or if you want a member of staff to help then you must put your name)
 - Go to <https://swgflwhisper.org.uk/Report/or2>