

Summary

Behaviours such as **altering computer data without permission, hacking, cyberbullying and trolling** are considered unethical and harmful in relation to **computer systems**.

Stay safe from **phishing** by deleting unknown email immediately. Do not follow any links contained in the **email**. Instead, **go to the website directly**, and try to log in there.

There are a number of ways to protect against **malware**: install antivirus software and use firewall. Show caution by not opening emails from senders who you do not recognise and not installing **programs downloaded illegally**.

The easiest way to stay safe online is to stay in control of **personal information** given out.

Email is short for 'electronic mail'

Advantages of using email

- Can send to multiple recipients at once
- Can send attachments
- Sent instantly at any time
- Can request a receipt that the email has been read
- Can send and receive email from any web enabled device

Disadvantages

- Spam
- Viruses
- Phishing
- Need an Internet connection
- Your message can only be read when the recipient next logs in and checks their mail

Staying safe online

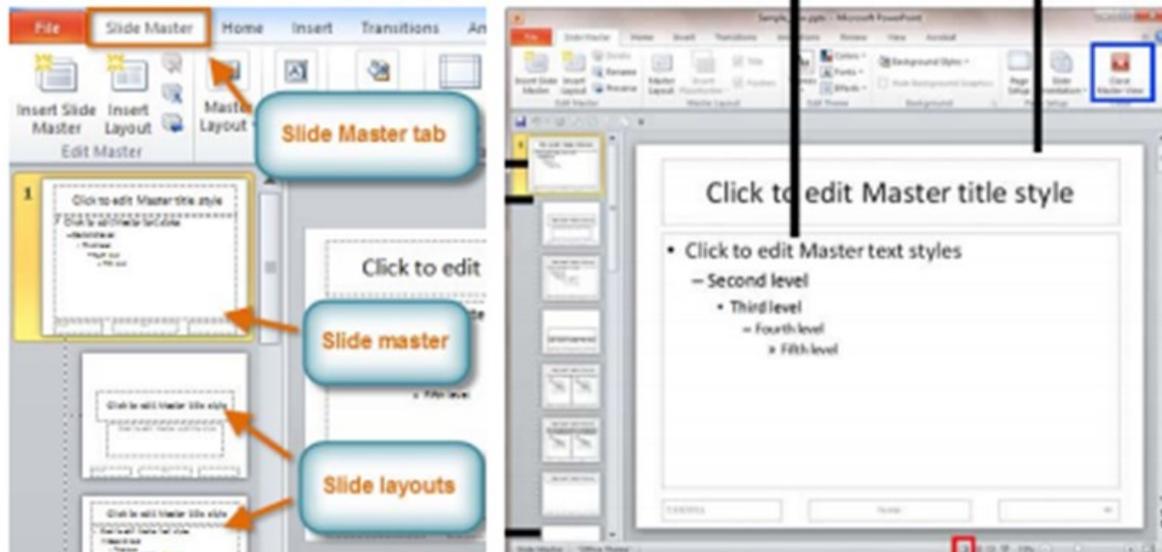
Never disclose

your name telephone number address or school

Never accept someone as a "friend" on social media simply because they claim to know another friend of yours. **Always be cautious about what you say online.**

Never agree to meet anyone in person that you've only known online. If somebody does start sending you messages that offend or upset you, tell an adult that you trust.

Master Slides



Find slide master



Attachment	A file that is sent with an email
Anti-virus	Software installed onto a computer to scan it for malware. If found the software can remove it before it does any damage.
Cyber-bullying	Sending offensive message, posting lies or insults on social media, including sharing embarrassing videos or photos online.
Hack	Gaining unauthorised access to a computer or account
Malware	Malicious software created to damage or gain illegal access to computer systems
Phishing	Trying to trick someone into giving information over an email.
Troll	A name for a person who posts offensive messages online.
Transition	A special effect that can be added when switching between slides
Animation	A special effect that can be added to each individual object on a slide.
Slide Master	A template design that appears on every slide
Hyperlink	A clickable object to take you to a different slide or a website
Place holder	A set space where an object (text or image) can be placed

On Slide master

- Create your background colour/ design
- Set up your font sizes and styles, including colour
- Remove and change the layouts that you want to use