

Using Computers Safely, Effectively and Responsibly

Year 7 Computer Science Foundation Unit

7.1 • Knowledge Organiser

File Management & Organisation

- **Folder Structure:** Create logical hierarchies (Subject → Year → Topic)
- **Naming Conventions:** Use descriptive names with dates (2025-01-15_History_Essay.docx)
- **File Extensions:** .docx (Word), .xlsx (Excel), .pptx (PowerPoint), .pdf
- **Backup Importance:** Protect against data loss from hardware failure or deletion
- **School Network:** Use your personal drive (H:) for storage

Top Tip: Save work regularly (Ctrl+S) and keep multiple versions of important files.

Password Security & Authentication

- **Strong Passwords:** 3+ random words + numbers/symbols (Purple-Elephant-27!)
- **Unique Passwords:** Different password for each account
- **Two-Factor Authentication:** Extra security layer using phone/app
- **Biometric Security:** Fingerprint, facial recognition, voice recognition
- **Phishing Recognition:** Suspicious emails requesting login details

Never: Share passwords, use personal info, or respond to suspicious password requests.

Online Safety & Digital Citizenship

- **Cyberbullying:** Repeated online harassment, exclusion, or threats
- **Privacy Settings:** Control who sees your posts and personal information
- **Stranger Danger:** Never meet online contacts in real life
- **Inappropriate Content:** Report and avoid sharing harmful material
- **Digital Footprint:** Everything online can be permanent and searchable

Report Issues: Tell a trusted adult, use platform reporting tools, or contact CEOP.

Email Communication

- **Professional Format:** Clear subject, greeting, body, closing, signature
- **CC/BCC:** CC for transparency, BCC for privacy
- **Attachments:** Check file size limits, use appropriate formats
- **Email Etiquette:** Proofread, use appropriate tone, reply promptly
- **Spam Recognition:** Unknown senders, poor grammar, urgent requests

```
Subject: Y7 History Project - Due 15/01/25
Dear Mrs Smith,
Please find attached my completed history project...
Kind regards, Alex Johnson
```

Information Literacy & Web Searching

- **Search Operators:** "exact phrase", +include, -exclude, site:domain.com
- **Source Evaluation:** Author credentials, publication date, bias, evidence
- **Reliable Sources:** .edu, .gov, established news sites, academic journals
- **Fact-Checking:** Cross-reference multiple sources, check publication dates
- **Search Strategy:** Start broad, refine with specific keywords

Example Search: "climate change effects" +Arctic -opinion site:nasa.gov

Keyboard Shortcuts & Efficiency

- **Ctrl+S** Save document
- **Ctrl+C/V** Copy and paste
- **Ctrl+Z** Undo action
- **Ctrl+F** Find text
- **Alt+Tab** Switch between applications
- **Win+L** Lock computer
- **Ctrl+Shift+T** Reopen closed browser tab

Efficiency: Master these shortcuts to work 25% faster!

School Technology & AUP

- **Acceptable Use Policy:** Rules for using school technology safely and appropriately
- **Network Access:** Use school Wi-Fi responsibly, no inappropriate sites
- **Software Installation:** Only use approved software and applications
- **Personal Devices:** Follow BYOD policy, connect only to guest network
- **Consequences:** Loss of access, detention, or exclusion for misuse

Remember: All network activity is monitored and logged for safety.

Getting Help & Reporting

- **School Support:** IT helpdesk, form tutor, head of year
- **Online Issues:** CEOP (thinkuknow.co.uk), Childline (0800 1111)
- **Platform Reporting:** Use built-in report buttons on social media
- **Cyberbullying:** Save evidence, don't respond, report immediately
- **Technical Problems:** Restart first, then ask for help with clear description

Key Websites: thinkuknow.co.uk • childline.org.uk • saferinternet.org.uk