Knowledge Organiser: Digital Literacy—Online Safety

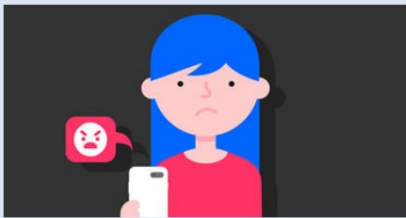## Malware

This is malicious software which is often installed on a computer without the users knowledge. The Malware is often downloaded form an unknown email attachment or form poorly protected websites. Once a computer is infected with Malware is can cause harm by deleting or sharing data and gaining unauthorised access to personal data. There are different types of Malware:

Virus—This is designed to copy and spread itself to others

Trolling

Its not always easy to find out who has left a message or comment on a social media post. Sometimes people pretend to be someone they are not. Some who does this is called a Troll and this activity of leaving nasty messages

Phishing

Phishing is when you are tricked into doing something online. Perhaps giving away user names and passwords, bank details. These are usually emails or links to fake websites and they can be very convincing and hard to spot that the site is fake.

Criminals are becoming increasingly sophisticated and their websites and emails can seem very realistic, especially to the elderly or to someone who is a less experienced.

Cyber bullying

Those who use technology to intimidate and bully others online. This can be on a computer, a laptop, a tablet computer or a smartphone.

There are many different forms that Cyberbullying can take. This could be posts on a social media site or messages directly to the victim on email or text. The Cyber bully aims to cause harm, distress.

Key Vocabulary

Anti virus	Anti-virus software scans all forms of storage devices for viruses (programs harmful to computers) and, if found, attempts to remove them.
Cyberbullying	The bullying of another person using the internet, mobile phones and other digital devices.
Downloading	To copy a file from the internet onto your computer or device.
Firewall	An application that prevents unauthorised connections to and from the Internet.
Malware	Software that is designed to cause harm or damage to a computer. This includes viruses that might damage files, adware that causes pop-ups, and spyware that collects and shares login details.
Phishing	An attempt to gain personal information about someone by way of deception, eg sending an email pretending to be from their bank asking them for their bank details.
Program	Sequences of instructions for a computer.
Trojan	Malware that appears legitimate, but performs some malicious activity when it is run.
Troll	A derogatory name taken from the troll character in folklore and now used as a term for a person who posts offensive messages online.
Zombie	Malware that takes over a computer in order to perform some malicious task.

Firewall

A Firewall monitors communications going into and out of a computer through the internet. It looks for Malware, any of these communications are blocked by the firewall

Anti-Virus Software

Anti Virus software prevents the Malware from infecting the computer.

Anti-Virus Software protects the computer from Malware such are viruses and spyware. The Antivirus software will scan the computer foe Malware.

Staying Safe

Its important to be I control of the information they give out online. This is the best way to stay safe online. You should never give out your telephone number, address, school, or accept a friend request from someone who says they know one of your friends, as this may not be true.

Also always be cautious about what you say when you're online. Never agree to meet someone you've only known online.

You can get help from:

BBC Website

Childline

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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.

Resizing images and compressing files reduces the upload and download time when sending email.

File Explorer is a software application for managing your files, searching them and navigating around them. Always choose a password that's difficult for someone else to guess. Use a mixture of UPPERCASE and lowercase letters, numbers and symbols.

Key Vocabulary

Term	Definition
Attachment	A file that is sent with an email.
Anti-virus	Anti-virus software scans all forms of storage devices for viruses and, if found, attempts to remove them.
Computer system	Computer system is one that is able to take a set of inputs, process them and create a set of outputs.
Cyberbullying	Cyberbullying involves sending offensive texts or emails, posting lies or insults on social networking sites and sharing embarrassing videos or photos online.
File sharing	The act of sharing files over the internet.
Hack	Gaining unauthorised access to a computer.
Malware	Malicious software created to damage or gain illegal access to computer systems.
Phishing	Trying to trick someone into giving out information over email is called 'phishing'.
Troll	A derogatory name used as a term for a person who posts offensive messages online.

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.

Sending an email

To
– enter it here if this email is directly addressed to this person.
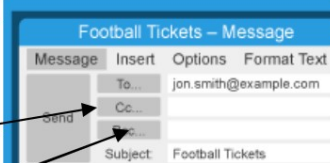
Carbon copy (Cc)
- enter it here if the email needs to be seen by this person but is not addressed to them.

Blind Carbon copy (Bcc)
— enter it here to prevent other recipients knowing you've sent it to this person.

Football Tickets – Message
Message Insert Options Format Text
To... jon.smith@example.com
Cc...
Bcc...
Send
Subject: Football Tickets

Visit these websites for advice

Webwise

THINK U KNOW .org.au

UK Safer Internet Centre

ChildLine 0800 1111

Folders, sub-folders & files

Sub-folder   File type

Folder

File

Project Server
Desktop\My Paris Trip\Places\Eiffel

Folders	Name	Type
Desktop	Daytime	File folder
Server	Sunrise	File folder
My Paris Trip	Sunset	File folder
Family	Fireworks 01.jpg	JPEG Image
Friends	Fireworks 02.jpg	JPEG Image
Places	Fireworks 03.jpg	JPEG Image
Arc de Triomphe		
Eiffel Tower		