

Digital Citizenship

Year 7 | Theme 1

Knowledge Organiser

Keywords



Email In school we use Microsoft Outlook to access our emails

Advantages	Disadvantages
Can send emails to anyone around the world	Need an internet connection in order to send/receive emails
Images, sound and even videos can be attached to emails	Viruses are easily spread via email attachments. Can also receive junk/spam emails
Can be sent to several people at once and extremely fast when compared to traditional post	An email may falsely claim to be from a legitimate company trying to get your personal information

Username - A name/number that uniquely identifies someone on a computer system (*Your dinner card number!*)

Password - A string of characters used to confirm the identity of a user.

File Extension - Identifies to the computer the type of file and which software it should be opened in e.g. *.docx* for Word

E-Mail Address - A unique identifier for an email account. Typically a username, **followed by an @ symbol**, and then followed by the organisation. E.g. *001234@turton.uk.com*

Social Media - Websites and applications (platforms) that enable users to create, share content and communicate.

Digital Footprint - The information about a particular person that exists on the internet as a result of their online activity

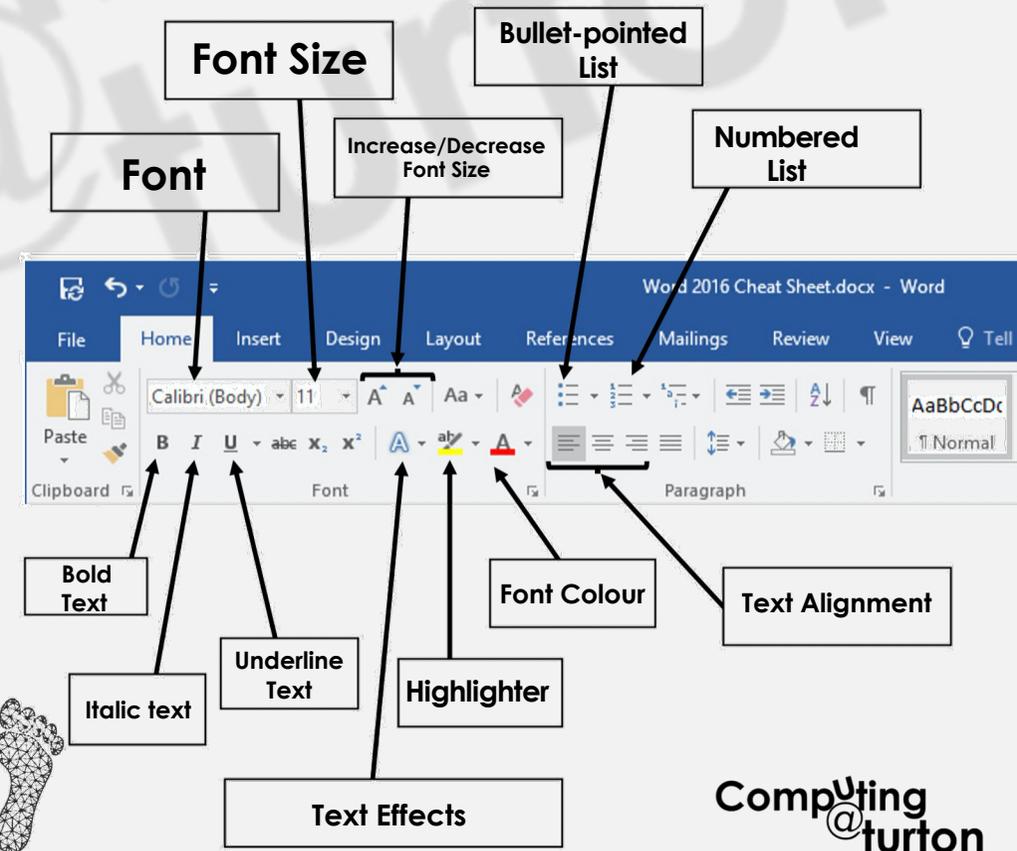
 This button Lets you 'attach' documents, images and videos to emails

  
Reply Reply Forward to All

Do you know what these buttons do?

Passwords **Contain numbers and letters** (Alphanumeric) **Share your password**
Do's and Don'ts **Contain special characters** **Have an easy to guess password**
Mixture of uppercase and lowercase

Microsoft Word - The toolbar on Microsoft Word, also known as the ribbon has many features. Below are some of the features you are most likely to use and come across.



Social Media



Ways in which social media can be used positively:

- Allows you to express your ideas and can be used to create a positive 'digital footprint'
- Helps provide a sense of community and belonging
- Allows you to communicate and stay connected with friends and family around the world.

Negative effects of social media include:

- Being unhappy with yourself and your life appearance, this can lead to depression and anxiety.
- Cyberbullying
- Can become addicted to social media which can affect your wellbeing.

Fake News

- Fake news is commonly spread on social media. It is untrue information presented as news. The aim is to damage the reputation of a person, company or to make money through advertising. You can spot fake news by:

- Checking if the story has been reported anywhere else.
 - Radio/Newspapers
- Have you heard of the organisation publishing the story
- Does the web address look real?

Digital Footprint

Top tips to manage your digital footprint:

1. Be kind and helpful on social media and when you comment online.
2. Use privacy settings and make sure your profile is kept secure
3. Keep a list of accounts you have created and use a password keeper.
4. Don't overshare on social media.
5. Google yourself once a while to see what you can find about yourself
6. Understand that once some information is on the internet it is very difficult to get it taken down.

