

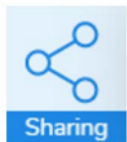
## What should I already know?

- How to login safely to a programme.
- The importance of logging out.
- How to find saved work in an online area.

## Key Learning

- To know how to refine searches using the Search tool.
- To have some knowledge and understanding about sharing more globally on the Internet.
- To understand that people use email as a communication tool.
- To understand how we should talk to others in an online situation.
- To understand that information put online leaves a digital footprint or trail.
- To identify the steps that can be taken to keep personal data and hardware secure.

We will be using Purple Mash.



Sharing



2Email

## Key Vocabulary and Definitions

	Definition
Attachment	A computer file sent with an email.
Digital footprint.	The information about a person that exists on the internet as a result of their online activity.
Email	Messages distributed by electronic means from one computer user to one or more people.
Filter	A feature of search engines, where a user can filter results according to criteria.
Internet	A way to send information from one computer to another anywhere in the world using technology.
Personal Information	This is information that is personal to someone. For example, their favourite food, their name and age.
Private information	This is personal information that should be kept secure. For example, your date of birth, full address, credit card numbers.
Search	Look for information (in a database or on the world wide web) using a search engine.
Sharing	Post or repost (something on a website.)