

SUBJECT: Computing

UNIT: 7.1 Getting Started



Logging in

Make sure that you know your details to log into the school computer network. Choose a strong password and keep it secure.

If you need to use different login details for other school systems, such as the VLE, make sure that you know what these are and remember to keep them safe.

File management

Try to keep your work organised in folders and use sensible filenames so that you can locate files quickly and easily.

Remember that different types of files have different extensions. These can be used to search for a file if you cannot find it. You can also search for files by the date when they were created or edited.

If your school saves your files to the cloud, make sure that the file has synced and updated before closing it. Most cloud storage is set to save automatically every few seconds.

Using the internet for research

Remember to check that your data is trustworthy.

If you are quoting from a webpage, remember to provide a link to the URL. Do not just copy and paste information from the internet and present it as your own – this is plagiarism and is a criminal offence!

Re-write the information in your own words and remember to acknowledge your sources.

Using computer equipment

Always follow the guidance on using computer equipment safely.

Your school may have extra rules that you need to follow when using school computers to ensure that everyone is kept safe and the equipment is not damaged.

Digital wellbeing

This is about having a healthy relationship with technology.

Try to avoid spending excessive amounts of time on your devices. Make small changes, such as switching off some notifications and selecting 'do not disturb' mode before going to bed.

Acceptable use policy

Systems must only be used for educational use.

You must not use another person's username and password.

You must not access, copy or delete anyone else's files.

All communications will be monitored.

Any illegal, inappropriate or harmful material must be reported immediately.

Any damage or faults involving hardware or software must be reported immediately.

Virtual Learning Environment

A VLE is an online system that stores learning resources such as documents, presentations, and video and audio files.

VLEs can be used to set, hand in and mark assignments and homework.

Some VLEs also include discussion threads, polls, quizzes and surveys, and a place where students and teachers can message each other.

VLEs can be accessed from home by logging in.

Vector graphics are stored as a list of attributes. Larger pictures are made up of shapes called objects, and the attributes for each object are stored separately.

Bitmap graphics store an image as a matrix of dots. Each dot is called a pixel, the colour of every pixel is stored; it is possible to edit the colour of each individual pixel separately to manipulate an image.