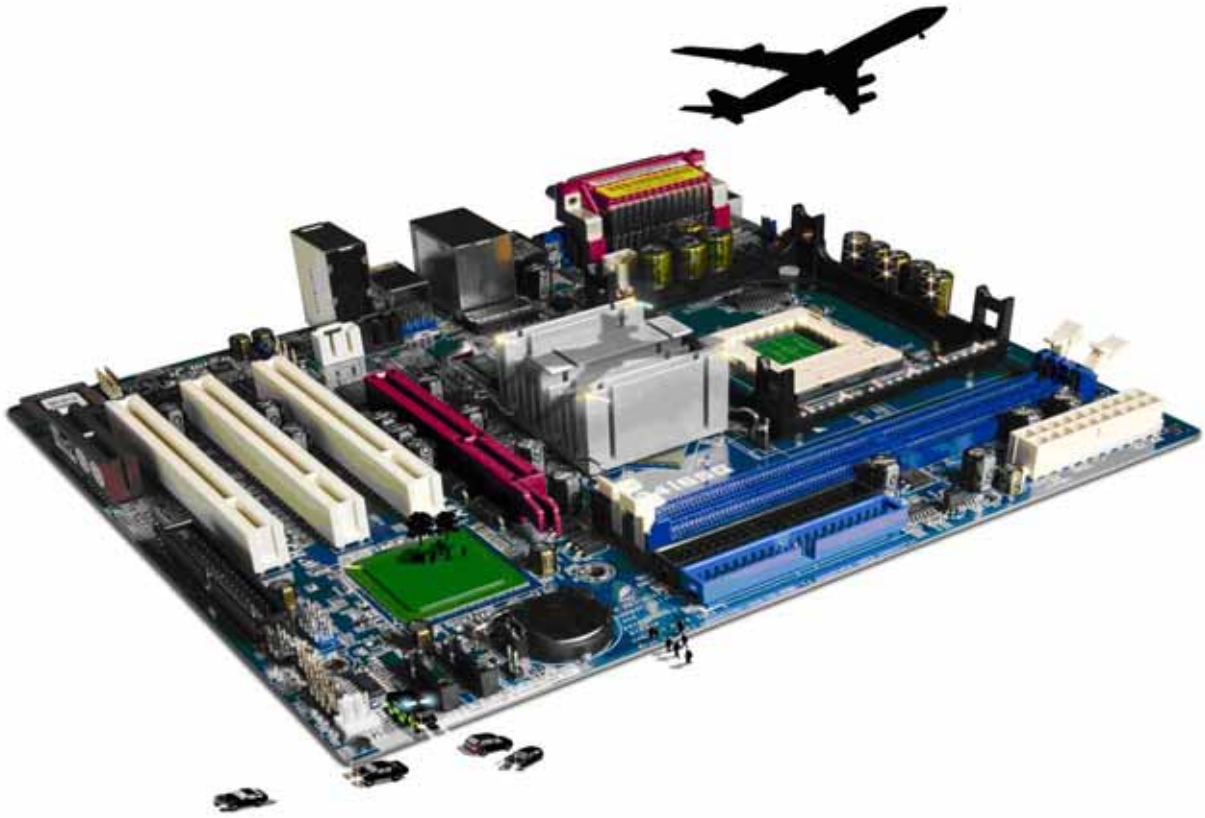
Level 1 Internet Safety for IT Users (7574-135)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

www.cityandguilds.com
November 2011
Version 1.0



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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

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Level 1 Internet Safety for IT Users (7574-135)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises **all** of the assessment for Level 1 Internet Safety for IT Users (7574-135).

Health and safety

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance

The recommended time allowance for this assignment is **one and a half hours.**

Candidate instructions

Time allowance: one and a half hours.

The assignment:

This assignment is made up of **four** tasks

- Task A - Working Safely Online
- Task B - Protecting Your Data
- Task C - Risks that can exist when using the internet
- Task D - Legal constraints and online guidelines

Scenario

You work as an assistant for a local internet service provider. The technical support team have been receiving enquires from customers on non-technical issues. The questions asked have been collated and you have been asked to produce a simple FAQ (frequently asked questions) sheet which will be uploaded to the company website.

You are advised to keep your answers brief but not to give Yes/No answers. Your line manager has also asked you to demonstrate your skills by including some screen prints and has included additional guidance for you in the brackets after some of the tasks.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Working safely online

1 What is the best way of dealing with unwanted emails (Spam) from the same source and from different sources?

(Give **two** examples and produce a printout of how you would set up an email account to deal with spam from the same source.)

2 What is meant by the term 'secure password'?

(Give **two** examples, one for each of a strong and a weak password.)

3 What is 'cyber bullying'?

4 If I find offensive materials posted on the internet, is there anyone I can report it to?

(Give one example of an organisation that deals with offensive materials and include a screen print of their home page.)

5 Where can I get help and information on e-safety from the internet?

(Give one example and include a screen print of the source's home page.)

6 I am a member of a web-based discussion forum and I am noticing abusive comments being made by other members.

Can anything be done to monitor behaviour on these sites?

Task B – Protecting your data

1 My employer has lots of clients and their personal details are held in our computer system. Because of freedom of information, can I give their personal details to anyone who asks for the information?

2 What is the best method of protecting a computer system that is connected to the internet?

(Give **two** examples and include a screen print of your computer's current protection.)

3 When I log onto a shopping website to make a purchase I notice that the URL changes from http:// to https:// and a padlock icon appears. What does this mean?

(Include a screen print showing the changes.)

4 I want to share some data on a network but don't want everyone to view it. What should I do?

Task C – Risks that can exist when using the internet

1 What risks can the internet pose to personal safety?

(Give **three** examples)

2 Is there any risk to my computer's data security when I use the internet?

(Give one example and include a screen print to support your answer.)

3 If I download files or images from unknown sources, can my computer be harmed in any way and how can it be prevented?

(Include a screen print of your suggested remedy.)

4 How can I minimise personal risk when using the internet?

(Give one example)

5 Am I allowed to download and freely use all information that I find on the internet such as text and pictures?

(Include a screen print of one restriction.)

6 When downloading information from the internet, what factors should be considered to check its reliability?

(Give **two** examples)

Task D – Legal constraints and online guidelines

1 I have found some pictures on the internet that are 'Royalty Free'. Can I freely use them in a book that I want to have published?

(Include a suitable screen print to support your answer.)

2 Are there any legal constraints in place to monitor behaviour on the internet in relation to sexual offences and/or children?

(Give one example and a suitable screen print to support your answer.)

3 What does the term 'netiquette' mean?

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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1 Giltspur Street
London
EC1A 9DD
T +44 (0)844 543 0000 (Centres)
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