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

## ITQ (QCF)
## Assignment guide for Candidates
Assignment B

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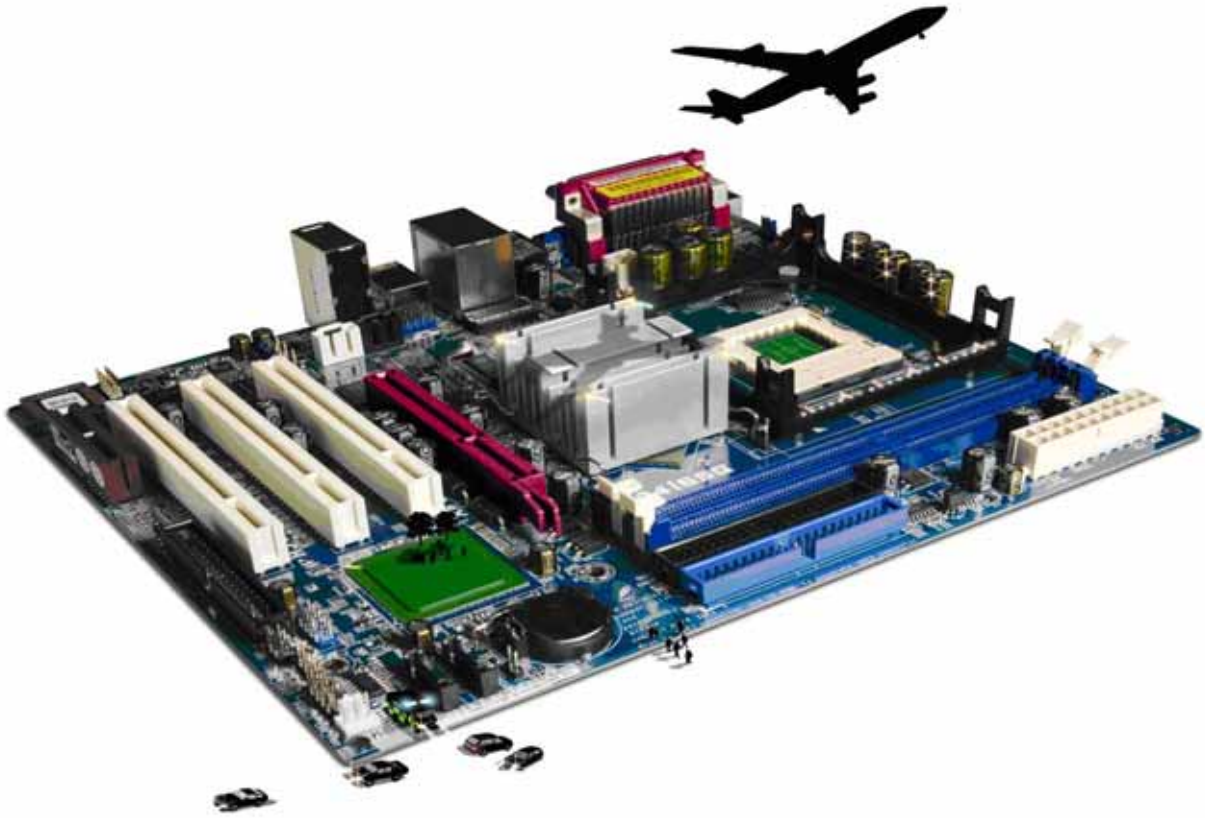

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Level 1 Internet Safety for IT Users (7574-135)

Assignment B

# Introduction – Information for Candidates

## About this document

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

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## 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 - Legal constraints and online guidelines
- Task B - Risks that can exist when using the internet
- Task C - Working safely online
- Task D - Protecting your data

## 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 – Legal constraints and online guidelines

1 I have found some pictures on the internet that have the '©' symbol. Can I freely use them and what does the symbol refer to?

2 I think a friend's child is being groomed on the internet. Is there any organisation that I can turn to?

(Only give one example of an organisation and screen print their home page)

3 What guidelines and procedures should a company have in place for the safe use of the internet?

(Give **three** examples)

## Task B – Risks that can exist when using the internet

**Note:** Ensure that you have written your name and today's date on the answer sheet.

1 What does the term 'phishing' relate to?

2 When working online, how can I use software to prevent unauthorised access to my computer's data?

(Give one example and screen print a suitable software setting)

3 I download a file from the internet and several of my other files have now been corrupted. What is the most likely cause and how can I prevent it happening in the future?

(Give one example and include a screen print of a suitable prevention)

4 Is it safe to complete online forms with my personal details and banking references? Is there an online guide I can refer to?

(Give one example and include a screen print of a suitable online guide)

5 If a picture has been posted on the internet, I am informed that it is free to use for any purpose. Is that correct?

6 Is all information posted on a website reliable and up to date?

## Task C – Working safely online

1 Is it safe to open email attachments that come from unknown sources?

2 I want to ensure that my credit card numbers and log on scripts/ passwords remain safe. Is there any software that I can use to protect myself?

(Give one example and include a screen print of the home page of one such software provider)

3 What are the symptoms of 'cyber bullying'?

(Give **three** examples)

4 Where can I get help and information online about staying safe when on the internet?

(Give one example and screen print the home page of a suitable source)

5 What is an email filter?

(Include a screen print of an email filter being configured or a current setting)

## Task D – Protecting your data

1 What is the difference between Freedom of Information and Digital Copyright?

2 What can anti-virus protection software do to protect my computer system when connected to the internet?

(Give **three** examples)

3 When I am on the internet, if I see the padlock icon can I assume that this is a secure site?

(Include a screen print of a security certificate)

4 I am considering joining a social networking site. What controls are there to limit access to my profile?

(Identify one site that gives advice on privacy settings and screen print their home page)

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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