

**AIM Awards**

**Skills for Employment and Further Learning Qualification Suite:**

**E3 Computer Security and Privacy**

**Assessment Resource Pack**

|  |  |
| --- | --- |
| Learner Name: |  |
| Learner Number: |  |
| Course: |  |
| Tutor: |  |
| Learner Signature: |  |
| Date Started: |  |
| Date Completed: |  |

**About this Unit**This unit introduces the practicalities of computer security and privacy. You will learn about threats to your computer and how to protect yourself. You will also learn how to protect yourself from ‘online predators’ and how to keep your computer security up-to-date.

**Using this assessment pack**

As you work through this pack, you will be introduced to computer security and privacy. The tasks will support your learning and so it is expected that you will complete all of them and have them marked. The completed, marked exercises are the assessments on which your achievement of the E3 Computer Security and Privacy unit is based.

Tracking your evidence

During your course your tutor/assessor will ask you to carry out work either in the classroom, or in your own time, which you’ll keep as evidence of your learning.

The work you produce (evidence) will be assessed by your tutor/assessor to make sure you’ve covered everything in sufficient detail. Your evidence could be made up of a combination of:

• written work or class notes

• products or samples of practical work

• case studies

• learning logs

• video or audio recordings

• other appropriate formats suggested by your tutor/assessor

When all of your evidence is gathered together in a file or folder, this becomes your portfolio.

Your centre and assessor may have systems that they use to plan and monitor your assessment. These may be computer-based (e.g. using ‘e-portfolio’ software) or paper-based (using forms or checklists). These systems are designed to show how each piece of evidence meets which learning outcomes and assessment criteria. Reasonable adjustments can be made; for example, if you have writing difficulties, your responses can be captured orally and evidenced by audio recording.

**You will be working to achieve the following learning outcomes:**

|  |
| --- |
| **E3 Computer Security and Privacy**   1. Know about computer security and privacy 2. Know how to protect your computer and your data 3. Know how to protect themselves and family from security threats 4. Know how to keep own computer secure and updated 5. Know about computer ethics |

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcomes** | **Assessment Criteria**  **The learner can:** | **Evidence Location** | **Completed?**  **(Learner Tick)** |
| 1. Know about computer security and privacy | * 1. State what is meant by the term ‘computer security and privacy’   2. Identify **threats** to your computer   3. Identify measures to protect own computer against threats | 6 |  |
| 6 |  |
| 7 |  |
| 1. Know how to protect your computer and your data | * 1. Identify **guidelines** for protecting own computer   2. Identify best practices for securing online and network transactions   3. Identify measures for securing e-mail and instant messaging transactions | 7 |  |
| 8 |  |
| 9 |  |
| 1. Know how to protect themselves and family from security threats | * 1. Identify measures that they can use to protect own privacy   2. Outline how online ‘predators’ operate   3. Identify guidelines to protect own family from online ‘predators’ | 10 |  |
| 10 |  |
| 11 |  |
| 1. Know how to keep own computer secure and updated | * 1. **Outline** the security settings on own computer   2. Identify the options for keeping own computer up-to-date | 12 |  |
| 13 |  |
| 1. Know about computer ethics | * 1. Outline, in computing terms, what is meant by:  1. Intellectual property 2. Copyright    1. Identify measures that can be taken to combat copyright violation | 14 |  |
| 14 |  |
| 14 |  |

**Learning Outcome 1**

**1.2 Threats**: to include natural and technological.

**Learning Outcome 2**

**2.1 Guidelines:** to include the operating system, software and data.

**Learning Outcome 4**

**4.1** **Outline**: to include the purpose of the settings.

**Final Tutor Feedback (Strengths and Areas for Improvement):**

|  |
| --- |
|  |

Learner Submission Disclaimer

I declare that this is an original piece of work and that all of the work is my own unless referenced.

Assessor Disclaimer

I confirm that this learner’s work fully meets all the assessment criteria listed above at the correct level and that any specified evidence requirements have been addressed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor** |  | **Learner** |  | **Date** |  |

**Expectations**

Complete this section before you start the course.

One expectation you have of the course:

…………………………………………………………………………………………………………………………………………………….……………

…………………………………………………………………………………………………………………………………….……………………………

One thing you would like to get out of the course:

…………………………………………………………………………………………………………………………………………………….……………

………………………………………..………………………………………………………………………………………….……………………………

Please keep hold of this sheet. It can be useful to look at it later and see how it compares with how you found the course at the end.

**Review**

Complete this at the end of the course.

One thing you have learned from the course:

…………………………………………………………………………………………………………………………………………………….……………

………………………………………..………………………………………………………………………………………….……………………………

One thing you can take with you for the future:

…………………………………………………………………………………………………………………………………………………….……………

………………………………………..………………………………………………………………………………………….……………………………

**Computer Security and Privacy**

**LO1 Know about computer security and privacy**

1.1 State what is meant by the term ‘computer security and privacy’

1.2 Identify threats to your computer

1.3 Identify measures to protect own computer against threats

There are a range of things that could cause problems with the smooth running of your computer. State what is meant by the term ‘computer security and privacy’ below:

Taking measures to prevent accidents or unintended problems can save you time and headaches in the long run.

Identify threats - technological and naturally occurring events - that could affect your computer in terms of security and privacy:



What things can you put in place to protect your own computer against damage and threats?

|  |  |
| --- | --- |
| Threat | Protection measure |
| *E.g. Losing document* | *Regularly save work* |
|  |  |
|  |  |
|  |  |

**LO2 Know how to protect your computer and your data**

2.1 Identify guidelines for protecting your own computer

2.2 Identify best practices for securing online and network transactions

Many places of work have policies in place to protect their ICT equipment and information.  
Some of these methods you could use at home to increase your own computer protection.

What guidelines could you follow to protect your own computer’s operating system, software and data?

|  |  |
| --- | --- |
| Protection of: | Practical measure: |
| Operating system |  |
| Software |  |
| Data |  |

Which of the following real examples is best-practice when online or in use of a computer network? Highlight the best-practice from the examples below:

**“I recently let my manager use my personal online bank account to order a gift for a colleague”**

“I have my password to **access** my computer on a post-it-note by my computer in case I forget it”

**“I change my passwords on a regular basis.”**

**I will happily pass on my new home address to a friend in an email but never to a stranger I met through an online chat room.**

“I never have time to check if an online store has a privacy policy”

**When my computer asks me if I would like to save a password, I tend to say yes”**

2.3 Identify measures for securing e-mail and instant messaging transactions

There are a range of ways to communicate with people using emails, forums and online chat.

What could you do to make sure your communications are secure?

|  |  |
| --- | --- |
| **Online communication** | **Security needed** |
| **Emails**  [https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcTGDa7nEuPn3rQoYGJp85dNpUOii3Q71DPczbXHrCndHtwizljHfw](http://www.google.co.uk/imgres?imgurl=http://www.themissionsuite.com/wp-content/uploads/2013/04/Email-Service-Provider.jpg&imgrefurl=http://www.themissionsuite.com/2013/04/how-do-i-choose-an-esp-email-service-provider-for-my-start-ups-email-marketing-plan/&h=528&w=559&tbnid=uBRP2edNVGVF5M:&zoom=1&docid=mLciAswb5SSSiM&hl=en&ei=0M2vVKfMFeLP7gbo6YCQBA&tbm=isch&ved=0CEIQMygYMBg&iact=rc&uact=3&dur=2166&page=2&start=20&ndsp=24) |  |
| **Forums**  [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTQVCfNoTZLiS44PSlmHhKSR1UD6pKLECyppo6Gr9QwXHAOG-1ekA](http://www.google.co.uk/imgres?imgurl=http://pao-ortho.org/wp-content/uploads/2012/12/chatimg.jpg&imgrefurl=http://pao-ortho.org/forums-just-added/&h=346&w=347&tbnid=YD7BlJuOg-24yM:&zoom=1&docid=p6JGKtSoa_1f3M&hl=en&ei=SM6vVIvOLcPP7gaQ2oHYDg&tbm=isch&ved=0CGYQMyheMF44yAE&iact=rc&uact=3&dur=1684&page=13&start=293&ndsp=26) |  |
| **Online chat**  123 Live Help Proactive Chat Invitation Box Screenshot |  |

**LO3 Know how to protect themselves and family from security threats**

3.1 Identify measures that they can use to protect own privacy

3.2 Outline how online ‘predators’ operate

3.3 Identify guidelines to protect own family from online ‘predators’

There are a number of ways that you can protect yourself/family members when online.

What measures could you use to protect yourself when online?



How might an unknown person (online predator) carry out criminal acts against you or your family using computer technology?

We all use the internet for different reasons. How could you protect different members of the family from online predators?

|  |  |
| --- | --- |
| Family member | Protection |
| Small child |  |
| Elderly relative |  |
| Teenager |  |

**LO4 Know how to keep own computer secure and updated**

4.1 Outline the security settings on own computer  
4.2 Identify the options for keeping own computer up to date

What security settings do you already use on your own computer? What are the purposes of these settings?

What settings/options would you consider to keep your own computer security up-to-date?



**LO5 Know about computer ethics**5.1 Outline, in computing, what is meant by: (a) Intellectual property (b) Copyright  
5.2 Identify measures that can be taken that combat copyright violation

There are a number of guidelines you will encounter when using your computer online.

How would you define the following computing ethic terms?

|  |  |
| --- | --- |
| Computer term | Meaning |
| Intellectual Property |  |
| Copyright |  |

What could you do to avoid breaking copyright violations?