Unit Title: Understanding the safe use of online and social media platforms	
Level:	Two
Credit Value:	4
GLH:	35
OCNLR Unit Code:	BA1/2/LQ/006
Ofqual Unit Reference Number:	L/505/3514

This unit has 6 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1. Understand that information stored on personal computers and mobile devices must be safeguarded.	1.1. Identify the potential risks to information security of using personal computers and mobile devices for: • using email • web browsing • banking online • shopping online • social networking 1.2. Describe the security risks associated with: • hardware • software • social media networking • access to malicious websites • access to inappropriate material published on the Internet • corrupted or infected email attachments 1.3. Explain the importance of controlling access to hardware, software and stored data. 1.4. Describe the common types of scams and frauds: • phishing • pharming • hacking 1.5. Explain the importance of developing and maintaining safe ICT user habits.

2. Know how to select and use appropriate security methods to safeguard systems and data.	2.1. Describe security techniques/measures that can protect personally accessed software and data, such as login identity and passwords. 2.2. Describe common ways of controlling access to hardware, software and data. 2.3. Identify ways to protect data and software. 2.4. Describe the term 'virus' and give examples of different types. 2.5. Describe the purpose of anti-virus software. 2.6. Explain why anti-virus software should be regularly updated. 2.7. Explain the importance of backing up and safely storing data.
3. Understand the threats to personal safety when using the Internet.	3.1. Describe the forms and features of: • cyberbullying • grooming • stalking • criminal activities • inappropriate contact • inappropriate content 3.2. Identify when and how to report online safety issues. 3.3. Describe the risks and consequences of: • identity theft • identity fraud 3.4. Describe how user accounts can be used as a security measure when computers are used by more than one person. 3.5. Explain the importance of setting parental controls on personal computers, mobile and media devices. 3.6. Explain how to set up parental controls on: • personal computers • tablets • mobile phones
4. Know how to protect their online devices against fraud and security attacks.	4.1. Set up security measures to protect their personal computers and mobile devices against fraud and security threats. 4.2. Describe measures that can help to protect their personal information. 4.3. Describe the risks posed by unsolicited email and measures that can reduce the risks. 4.4. Identify the security threats when accessing public WiFi networks.

5. Understand the implications of entering personal information onto social media networking sites.	5.1. Explain the concept of no 'take backs' once information is posted online. 5.2. Identify who can view information posted onto social media networking websites. 5.3. Explain the privacy issues of using social media websites. 5.4. Describe formal and informal conventions, or netiquette, which should be observed when communicating online. 5.5. Describe the potential consequences of posting their personal information onto social media websites. 5.6. Identify the security risks of adding geographic identity or location to material they upload to the Internet.
6. Understand legal measures that address the protection of data.	6.1. Identify relevant legislation and guidelines relating to • downloading images and files from the Internet • data protection 6.2. Identify data protection issues around the use of social media. 6.3. Describe what is meant by the following terms: • copyright • plagiarism • intellectual property 6.4. Explain why organisations develop and adopt policies for the acceptable use of ICT. 6.5. Describe the common components of an Acceptable Use Policy.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached.
Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay	O	Practical demonstration	
Report	O	Group discussion	O
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	