

S122: Using collaborative technologies 1

Overview: Safely use IT tool and devices to work collaboratively by:
 > preparing and accessing IT tools and devices;
 > playing a responsible and active role in real-time communication; and
 > contributing relevant information.
 Any aspect that is unfamiliar will require support and advice from others.
 This standard is imported from the **e-skills IT Users suite**.

Links: Communications; IT

Specific skills: • Communicating • Presenting information • Using technology

Performance Indicators	Knowledge & Understanding
<p>Stay safe and secure when using collaborative technology</p> <ol style="list-style-type: none"> 1. Follow guidelines for working with collaborative technology 2. Carry out straightforward checks on others' online identities and different types of information <p>Set up and access IT tools and devices for collaborative working</p> <ol style="list-style-type: none"> 3. Set up IT tools and devices that will enable you to contribute to collaborative work <p>Prepare collaborative technologies for use</p> <ol style="list-style-type: none"> 4. Use given details to access collaborative technologies needed for a collaborative task 5. Adjust basic settings on collaborative technologies 6. Change the environment of collaborative technologies 7. Set up and use a data reader to feed information <p>Contribute to tasks using collaborative technologies</p> <ol style="list-style-type: none"> 8. Contribute responsibly and actively to collaborative working 9. Contribute to producing and archiving the agreed outcome of collaborative working 10. Respond to simple problems with collaborative technologies 	<ol style="list-style-type: none"> A. Identify risks in using collaborative technology and why it is important to avoid them B. Identify when and how to report online safety and security issues C. Identify what methods are used to promote trust D. Identify the purpose for using collaborative technologies and expected outcomes E. Identify which collaborative technology tools and devices to use for different communication media F. Identify what terms and conditions apply to using collaborative technologies G. Identify what and why permissions are set to allow others to access information H. Identify when there is a problem with collaborative technologies and where to get help