

ESKIINT1 (SQA Unit Code - F99Y 04)

Using the Internet



Overview

This is the ability to set up and use appropriate connection methods to access the Internet; make the best use of browser software tools and techniques to search for, retrieve and exchange information using a browser or public search engine, and work safely and securely online.

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Performance criteria

Connect to the internet

P1. [Access the internet](#) or intranet

You must be able to:

Use browser software to navigate web pages

P2. Use [browser tools](#) to navigate webpages

P3. Adjust [browser settings](#) to meet needs

P4. Use browser help facilities

You must be able to:

Use browser tools to search for information from the internet

P5. Select and use appropriate [search techniques](#) to locate information

P6. Use [references](#) to make it easier to find information another time

P7. [Download](#) and save different types of information from the Internet

You must be able to:

Use browser software to communicate information online

P8. Select and use tools and techniques to [communicate information](#) online

P9. Use browser tools to [share information sources](#) with others

P10. [Submit information](#) online using forms or interactive sites

You must be able to:

Follow and understand the need for safety and security practices when working online

P11. Work responsibly and take appropriate [safety and security precautions](#) when working online

P12. Keep personal [information secure](#)

P.13 Follow relevant [laws, guidelines and procedures](#) for the use of the Internet

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Knowledge and understanding

You need to know and understand:

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Connect to the internet

K1. Identify different types of [connection methods](#) that can be used to access the Internet

Use browser software to navigate web pages

K2. Identify when to change settings to aid navigation

Use browser tools to search for information from the internet

K3. Outline how [information meets requirements](#)

Use browser software to communicate information online

K4. Identify opportunities to post or publish material to websites

Follow and understand the need for safety and security practices when working online

K6. Identify the [threats to user safety](#) when working online

K7. Outline how to [minimise internet security risks](#)

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Additional Information

Scope/range

A foundation user can understand and use a connection method and basic Internet software tools and techniques to search for and exchange information for straightforward or routine activities. Any aspect that is unfamiliar will require support and advice from others.

Internet tools and techniques will be defined as '**basic**' because:

1. the software tools and functions will be pre-determined or commonly used; and
2. the range of techniques used for searching and exchanging information will be familiar or commonly undertaken.

An activity will typically be 'straightforward or routine' because:

3. the task or context will be familiar and involve few factors (for example, time available, audience needs, content, structure); and
4. the input and output of information will be predetermined by the person supervising the task.

Examples of context: Using the Internet to research a journey or holiday; using e-learning content via a company intranet or virtual learning environment

Examples of Content

The examples given are indicative of the learning content at each level and are not intended to form a prescriptive list for the purpose of assessment

Connect to the internet

Connection methods: LAN, VPN; modem, router, wireless, dial-up, broadband

Obtaining access: ISP, user name, password

Use browser software to navigate web pages

Browser tools: Enter, back, forward, refresh, stop, history, new window, new tab. Toolbar, search bar, address bar; home, go to, follow link, URL

Browser settings: Homepage, autofill, security, pop-ups, appearance, privacy; search engine; toolbars, zoom

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Use browser tools to search for information from the internet

Search techniques: Search key words, quotation marks, search within results, relational operators, 'find' or search tool, turn questions into key words for an online query

Information requirements: Reliability, accuracy, currency, sufficiency

References: History, favourites, bookmarks; links; log useful sites

Download information: Webpage, website; Images, text, numbers, sound, games, video, TV, music

Use browser software to communicate information online

Communicate information: Saved information (pod-casts, text, images), real time information (blogs, instant messaging)

Share information sources: Send link, send webpage

Submit information: Fill-in and submit web forms; ratings, reviews, recommendations; wikis; discussion forums; interactive sites; netiquette

Follow and understand the need for safety and security practices when working online

Safety precautions: Firewall settings, Internet security settings; report inappropriate behaviour; report security threats or breaches; netiquette, content filtering, avoid inappropriate disclosure of information

Threats to user safety: Abusive behaviour ("cyber bullying"), inappropriate behaviour and grooming; abuse of young people; false identities; financial deception; identity theft

information security: Username and password/PIN selection, online identity/profile; Real name, pseudonym, avatar; What personal information to include, who can see the information; withhold personal information

Minimise risk: Virus-checking software, anti-spam software, firewall; treat messages, files, software and attachments from unknown sources with caution

Laws, guidelines and procedures: Set by employer or organisation relating to health and safety, security; Laws: relating to copyright, software download and licensing

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Suite IT Users 6.2

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