

S118: IT security for users 1

Overview: Identify day-to-day security risks and the laws and guidelines that affect the use of IT; and use simple methods to protect software and personal data (eg risks from people getting access to it who are not authorised, from viruses or from hardware not working properly). This standard is imported from the **e-skills IT Users suite**.

Links: Communication; IT

Specific skills:

- Checking
- Evaluating
- Managing resources
- Monitoring
- Negotiating
- Organising
- Planning
- Problem solving
- Using technology

Performance Indicators

Use appropriate methods to minimise security risks to IT systems and data

1. Take appropriate security precautions to protect IT systems and data
2. Take appropriate precautions to keep information secure
3. Follow relevant guidelines and procedures for the secure use of IT
4. Ensure personal data is backed up to appropriate media

Knowledge & Understanding

- A. Identify security issues that may threaten system performance
- B. Identify threats to information security associated with the widespread use of technology
- C. Describe why it is important to backup data securely