1. Why is it important to choose a password that cannot be easily guessed? Provide an example of a strong password.
   * To protect your personal information on your computer hard drive
   * So no-one can access your emails or social media accounts
   * To avoid somebody accessing personal information that will allow them to steal your identity
   * To stop people accessing your online bank account or any shopping sites where your bank information is stored
   * Example of a strong password should consist of a minimum of eight characters, including numbers and letters. An extremely strong password would also include capitals and symbols. Do not accept addresses which include parts of addresses, names or key dates
2. Provide a minimum of two reasons why you should restrict the amount of personal information you put online.
   * So bank/credit card details cannot be stolen (if you have approved the site to save your details)
   * So people who are not your friends are family are not aware of your address and when you are going on holiday – prevent break ins while you are away
   * To restrict spam emails and phone calls
   * To avoid identity fraud – the more information somebody has about you the more likely this is to happen
3. Name two pieces of legislation which help govern safe use of information technology.
   * Computer Misuse Act 1990
   * Copyright, Designs and Patents Act 1988
   * Data Protection Act 1998
   * Freedom of Information Act 2002
4. Where is your college or school’s acceptable use policy kept?
   * The answer will vary depending on college
5. Give two examples of how you can respect the privacy of others?
   * Think before you post information about anybody else
   * Do not post pictures of others without prior permission
   * Do not post/access other people’s sites/accounts
6. Netiquette is behaving in an acceptable manner online, provide two examples of this.
   * Double check your comment before you post
   * Be considerate of others when using social media
   * Allow others to express themselves, we all have different opinions
   * Do not shout – avoid typing in capital letters
   * Respect other peoples’ privacy
   * Avoid conflict
   * Identify yourself in messages
   * Always use a subject line in emails
   * Use appropriate language
   * There are many more examples of netiquette
7. What are intellectual property rights?

The rights given to a person over their own creations, for example, written work, images, music etc.