OCR
Oxford Cambridge and RSA

Unit Title:	**Understand the safe use of online and social media platforms**
OCR unit number:	60
Level:	2
Credit value:	4
Guided learning hours:	35
Unit reference number:	L/505/3514

Unit aim and purpose

This unit aims to develop knowledge and understanding of the safe use of online and social media platforms. Upon completion of this unit, learners will have developed their understanding of how information is stored on personal computers and mobile devices, the need for the security of this information, and ways in which it can be safeguarded. They will also understand the threats to safety and security when using the internet, ways in which to protect themselves online, and legal measures that address the protection of data.

Learning Outcomes	Assessment Criteria
The Learner will: 1 Understand that information stored on personal computers and mobile devices must be safeguarded	**The Learner can:** 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

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Learning Outcomes	Assessment Criteria
	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

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Learning Outcomes	Assessment Criteria
	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

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .