

Key Vocabulary	
digital device	Any piece of equipment that contains a computer or microcontroller, such as a smartphone, smartwatch or laptop.
email	Short for electronic mail. Email is a way to send and receive digital messages over the Internet using an email address .
email address	A unique name chosen by the account owner. It can contain letters, characters and numbers and includes the @ symbol followed by the email domain name.
Internet	The Internet is a large network of computers connected to each other all around the world.
online	When a user, computer or another PC device connects to the Internet , it is online .
online communication	A way in which we interact with other people using technology over the Internet .
password	A secret combination of letters, numbers and characters to confirm the user when logging in.
privacy settings	Settings on a website, app or PC device that allow you to choose how much information or data is shared with other people.
social media	Online communities that share content, such as chat, images, videos or music.
website	A collection of web pages grouped together.

What Is a Digital Footprint?

A digital footprint is a trail of information you leave behind when using apps and **websites**. Every time you visit a **website**, download an app or play a game **online**, a tiny bit of information about you is saved. This makes up your digital footprint.



Keeping Personal Information Safe

Passwords and **privacy settings** are both really, really good ways of keeping your information private and keeping you safe **online**.

Passwords stop people from getting into your account, but they also stop people from seeing any private information that might be in your account.

Privacy settings mean that you can control what people can see on your account.

How Can I Tell If an Email Is Safe to Open?

It is important to remember that most **email** providers have age restrictions. Usually, you cannot have your own **email address** until you are thirteen years old.

You might also be able to have an **email address** on a closed network. Your school may set you up an **email address** which you can use to **email** other people in your school.

On a closed network, only authorised computers or **email addresses** would be able to connect. This means you would only be able to send or receive **emails** from the addresses that are part of the school network.

There are some basic rules to follow when deciding if an **email** is safe to open.

One or more of these things might mean an email is **safe** to open:

- You know the sender and the subject is something that seems normal.
- It is from **email address** that you recognise.
- It is an **email** you are expecting.



One or more of these things might mean an **email** is **unsafe** to open:

- An unknown or strange-looking **email address**.
- An **email address** pretending to be something else (e.g. instead of teacher@twinkl.co.uk, the address might say twin.kl.teacher@net.uk)
- Spelling mistakes in the subject or a strange subject title.

Cyberbullying

Cyberbullying (also known as **online** bullying) is any form of bullying that takes place **online** and causes harm or distress to a person or group of people.

Remember, if you see anything **online** that makes you feel upset or uncomfortable:

Report - Report via the **online** site that you experience it on, then tell a trusted adult about it and ask for help.

Save - Keep evidence; take screenshots.

Block - Block the person or group of people responsible.

What Is Target Advertising?

This is when companies use your digital footprint to see what kind of things you might be interested in and then make sure that you see those adverts more often.