
Level 2 Software, Creative and Technician Summer Task

As part of your course you will be studying a unit called **Online World**. This unit is essential if you are considering a career in the IT sector. Online systems and technology have become part of everyday work, so being able to understand and work with this technology is relevant in many roles in the industry. How do websites work? How do emails reach your computer? How does the use of computer applications affect your daily life? This unit provides an introduction to the modern online world. Starting with your own experiences, you will extend your knowledge of online services and investigate the technology and software that supports them. You will learn more about a range of services including email, online data storage, collaborative software, search engines and blogging.

This unit will help you understand the main technologies and processes behind the internet and investigate how they come together to let you view websites and send information across the world. The internet and web of tomorrow will be even more powerful, more connected, more intuitive and a more important part of our lives.

As it will form a large part of our lives you will need to consider your **e-reputation/online reputation**.



Task

Create a short help guide (in a format of your choice). The guide should be titled 'Digital Footprint'

Write an introduction explaining what is meant by Digital Footprint and why it is important to be aware of it. Include a short definition for the term e-reputation/online reputation

In the next part of your guide research examples of:

- positive e-reputations/online reputations – you will need to link to and describe at least two examples
- negative e-reputations/online reputations – again you will need to link to and describe at least two examples

- show how to protect your e-reputations/online reputations
- Your guide should also consider ways in which online technology can be used to monitor individuals' movements and communications.
- Include pictures, statistics (where available) and make the guide suitable to share with other students.

This project needs to be completed by 27th August 2020

Extension task (Optional)

In relation to IT systems, consider how current legislation controls how personal data can be used and must be protected by organisations and include this in the guide.

You can use any software you have available to complete this task. Email your completed task to joy.jennison@wnc.ac.uk