

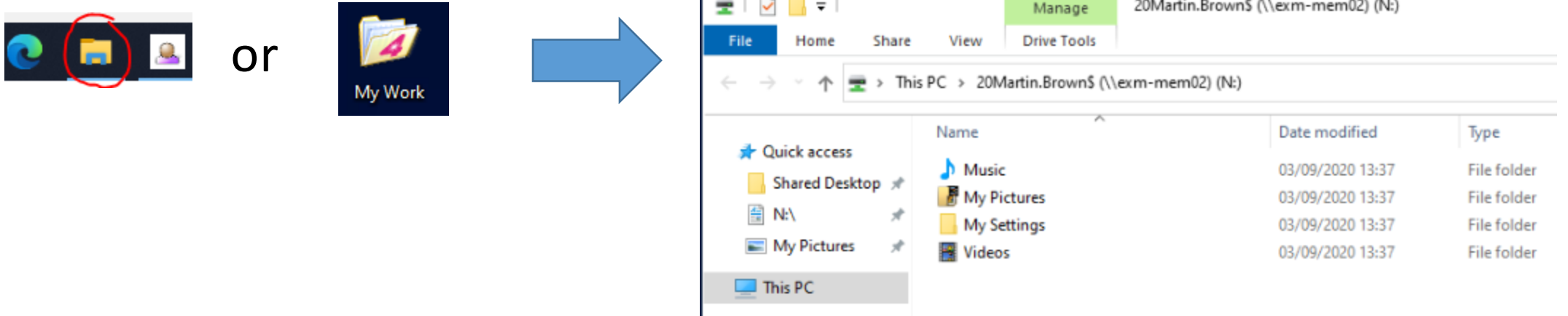
Digital Working Practices in School Knowledge Organiser

Logging into computer accounts

- **Use strong passwords**
 - use many characters, (say 8 or more).
 - mix capital, lowercase and number
 - Include special symbols such as ! and _
 - do not use something easily guessed like you pets name.
 - use different passwords for different accounts
- **Log out when finished working on the computer**
- **Use Lock screen when leaving computer for short periods**
- **Never tell anyone your passwords**

Computer Workspace

- Use File Explorer to view folders and files on the school network



- Use Cloud Storage (One Drive) to make your files and folders accessible from home. One Drive is available using File Explorer or RMUnify

