

## **Bronze 3 = Entry 3**

### **Assessment criteria**

#### **General Knowledge of Open Systems**

I know the term cross platform meaning that there are versions of the software that can run on more than one operating system and I can name two examples.

I know that sometimes it is easy and sometimes difficult to move information from one program to another.

I know that some programs are free to be copied and distributed whereas others have copyright licenses that limit distribution.

I know that some software called Open Source allows people to freely modify the code to make improvements.

I have visited 3 web sites that provide free and open source programs for download and I have obtained new information about them

I know that Open Source communities collaborate using digital communications to produce useful resources for everyone to use.

I know that some standards are agreed by many interested parties whereas others are determined and controlled by individual interests.

I know that Open Standards are important to enable information from one program to be used in other programs from different suppliers

I know that mobile telephones are small portable computers that can communicate effectively even though they run a variety of different software.

I know that telephone calls can be made over the internet to international destinations at much lower cost than with conventional dedicated lines.

I understand the need to work safely and to respect the environment

#### **Operating ICT systems**

I can start up and shut down a computer and understand the need not to waste energy

I can use a range of devices to get information into and out of IT systems including keyboards, mouse, microphone, touch screen, printer and headphones

I can name 6 different software applications that I have selected and used to support my work.

I can work out how to use ICT services and software that are similar but not identical to ones that are usually available.

I can adjust the default settings on a computer to suit my own preferences

I keep my files in a safe place using sensible file names

I can use media storage devices such as a CD-ROM, DVD or USB memory stick to get information into and out of a computer.

I can adjust my seating position and the lighting to provide a comfortable working position.

I am careful to keep my work place tidy avoiding safety hazards such as loose cables.

I understand the need to keep passwords and PIN numbers secret.

I work cooperatively and safely at all times, respecting the work of others and avoiding conflict.

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