

Computer / Password Tips

1. In school, your username will in most cases be the initial in your first name and your last name e.g. jbrown
2. Pick a password that you will remember but will be difficult for other people to guess
3. Use letters (small and capitals) numbers and spaces or characters in your password e.g. instead of password you could have P@55w0rD
4. Just as you would never give out your pin number for your bank cards, you should never give out your password to other people, not even your friends.
5. Try not to have the same password for every program / website you use, that way if someone guesses your password to log in to the computer, they wont be able to access your email account, facebook, twitter accounts as well.
6. Try not to write your passwords down, however if you do make sure they are kept in a safe place.
7. When you are finished using a computer, make sure you log off from your user account.
8. If you think someone has guessed your password and is logging in to your user account, you should immediately change your password. (Press Ctrl+Alt+Delete and choose 'Change a Password' from the list)
9. In school, if you find that documents or folders have been deleted from your user account, you should visit the IT Technicians in room 211 who may be able to restore most if not all of your work from the Backup tape.
10. West Lothian Council try their best to block all websites that have inappropriate content both on the School Network and through the School Wifi. However if you do find any content that you feel is inappropriate, please take a note of the website address and report it to your teacher or the IT Technicians who will contact the West Lothian Council internet team to get the offending site blocked.