

ST. STEPHEN'S COLLEGE BAJJA

SENIOR ONE ICT- NEW LOWER SECONDARY CURRICULUM

Dear learner, I hope you are safe and healthy. I have prepared all ICT learners' activities of term I 2020. Before Government closed all schools because of the Corona Virus, we had covered Activity 1.1, 1.2 and 1.3.

During the Covid19 holiday between 14th April – 5th May 2020, you will be required to read page 1 to page 5 and do the following activities:

- Activity 1.4 : **Application of ICTs** **Page 2**
- Activity 1.5 : **Application of ICT in business** **Page 3**
- Activity 1.6 : **Handling and maintaining ICT tools** **Page 4**
- Activity 1.7 : **ICT safety precautions** **Page 5**
- Activity 1.8 : **ICT tools security threats and measures** **Page 5**
- Activity 1.9 : **ICT user manuals** **Page 6**

All the above activities should be done in your in a separate book and your findings shall be shared and discussed in your respective groups when you return to school and there after harmonizing with teacher you will be able to make final notes. For **activity 1.9**, use any available manuals at home e.g. TV manual, Radio Manual, Calculator Manual, in addition to the image of manuals on page 6.

Note:

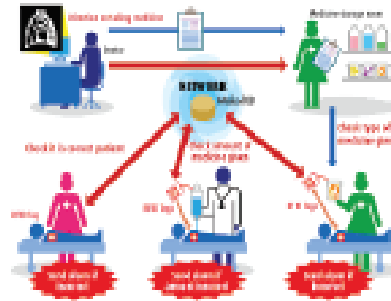
Nice Covid19 holidays. Please remember to wash your hands many times a day as you can, sanitize, avoid crowds, avoid hugs Please StayHomeStaySafe.

Use of ICTs in society /Application of ICT

At the beginning of this chapter, you learnt that ICTs are used to collect and share information. In all situations, the ICT devices are used by people or programmed by people to simplify work.

In our society today, use of ICT is on the increase in all areas. ICTs are used to collect and communicate information in our homes, schools, hospitals, banking halls and many other places. ICTs are also used in the entertainment industry, security, agriculture and transport.

In the security sector, ICTs are used to monitor sensitive areas like banking halls and airports, screening bags for unwanted materials and objects, and many others. However, good ICTs may, in some cases, pose challenges.



Activity 1.4: Application of ICTs

- In groups, identify the ICT devices used in each of the application areas shown in Table 1.4 and what they are used for. Please note that each of the application areas can have as many ICT devices as possible.

Table 1.4: Application of ICTs

Application area	Name of ICT Device	What is it used for?
Home	Mobile phone	Sharing information in form of SMS, pictures, emails, voice messages between users
School		
Entertainment		
Security		
Hospitals		
Transport		
Agriculture		



- b) Give any advantages and disadvantages of using ICTs in our society.

ICTs in business



Figure 2: Electronic Point of Sales (EPOS)

Most supermarkets, especially the big ones, have adopted the use of Electronic Point of Sales (EPOS). If you have bought an item from a shop and it is scanned to determine the amount you need to pay, you have used an EPOS. An Electronic Point of Sales (EPOS) is self-contained, computerized equipment that performs all tasks of a store checkout counter. It allows payments by cash, bank or credit cards, verifies transactions and generates a sales receipt. It also coordinates inventory data. With this technology, the

shop owners are able to know the items that are bought most, what is left in the stores and the items

that are running out.

Activity 1.5: Application of ICT in business

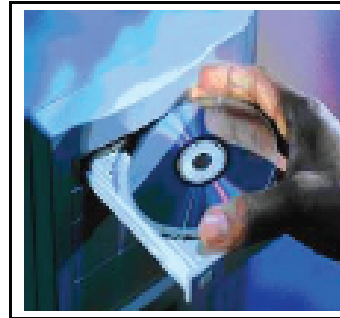
- In groups, identify the ICT devices used in any business in your area and what they are used for.
- Discuss and make a presentation on the different ways in which a mobile phone can be used as an ICT tool to support business activities.

Handling and Maintaining ICT Tools

Taking care of your ICT Tools is just as important as taking care of your books. The internal and external parts of the computer and other ICTs have to be cared for. Taking care of ICT tools is supposed to be done by all people who use them. However, as a learner you cannot do all care and safety activities. Activities that require one to open up these tools are left to people who have undergone specialized training on how to do it. As an ICT user, there are certain tasks you can perform to ensure your ICT tools are clean.

These include:

- **Keep dust away:** Dust your computer to keep it free of dust and dirt.
- **Keep food away:** Do not eat or drink while working on the computer.
- **Use clean and dry hands:** Make sure your hands are clean before you type on the keyboard or click the mouse.
- **Treat with respect:** If you are having problems with your computer, ask for help. Do not bang or hit the computer.
- **Keep off:** Seeing that when the computer is connected to electricity, means that lightning could be conducted to your computer through the electrical connection. For this reason it is best not to use your computer during a storm.
- **Stop virus attack:** A computer virus is a program written by a person on purpose to harm other peoples' computers. A computer virus is passed from one computer to another when you share and download files without the protection of antivirus software. For this reason you should get permission before downloading files.
- **Handle with care:** The way you handle your CDs will determine how long they will last. Always hold the CD correctly as shown in the picture.



Some Computer laboratory safety and maintenance tools and their functions are summarized in the **Table 1.5**.

Table 1.5: Maintenance tools and their functions

Maintenance tool	Function
Dust blower	Can be used regularly to blow dust out of a computer.
Air conditioner	Regulates computer lab temperatures.

Activity 1.6: Handling and maintaining ICT tools

1. Other than a dust blower and an air conditioner identify any other ICT maintenance tools in the computer laboratory and state their functions.
2. Identify a computer which needs cleaning and clean it up with the necessary tools.
3. Make a report of the steps followed in 2 above and tools used in the cleaning process.

ICT Safety Precautions

As ICT users, it is very important to take precautions when using ICT tools to avoid getting health problems. We shall learn more about this in the chapter on Health and Safety. To ensure that ICT tools are used with caution, manufacturers provide user manuals for all ICT equipment.

Activity 1.7: ICT safety precautions

1. In groups, discuss "rules that govern the use of the computer laboratory".
2. In your opinion what are some of the threats of not protecting ICT tools.

ICT Tools security threats and measures

ICT tools like any other tools, need protection because they can be exposed to a number of risks such as theft, virus, vandalism and others. However, care must be taken in terms of handling, when they are in use and after use to protect them and make them less expensive to maintain. Physical security, Electronic security and Document/files and network security are very critical in addressing the measures of protecting and caring for ICT tools. Some examples of these security measures include burglar proofing for physical security, use of passwords for electronic security and use of firewalls for network security.

Activity 1.8: ICT tools security threats and measures

- i) Take a walk around the school computer installations and identify some security and safety concerns.
- ii) Assuming your school has just acquired new computers and these computers need protection in order to be used for a long period of time. In groups, discuss security and safety measures to safe guard these computers in line with Physical security, electronic security and Document/files and network security.

User Manuals

The teacher will give you a sample user manual. In groups, study and discuss its features.

A user guide or user's guide, also commonly known as a manual, is a technical communication document intended to give assistance to people using a particular system.

A User guide (Figure bbb) contains instructions on installing, using, or troubleshooting a hardware or software product.



Figure bbb: Example of a user guide

Activity 1.9: ICT user manuals

Using a user manual from any new ICT device or one provided by the teacher:

- Identify the ICT for which the user manual is made.
- summarize contents of the user manual in a) above including the safety precautions therein.