

ICT Information Sheet November 2011

How to Safeguard Google Images

1. You must have a gmail account
2. Go to Google Homepage
3. Click on Options (a cog wheel icon)
4. Scroll to 'Lock Safe Search'
5. Type in gmail and password
6. Lock Safe Search



How to Safeguard Youtube

1. Go to Youtube
2. Sign in using an email address
3. Scroll to the bottom of the screen
4. Click on Safety Mode
5. Choose your Safety Mode ON
6. Choose 'Lock Safety Mode on this Browser'
7. Save



How to Install free Antivirus on your Computer

1. Go to Microsoft Essentials
2. Choose Free Download
3. Run
4. Next
5. Next
6. I do not want to join...
7. Next
8. Next
9. Install
10. Finish
11. Allow the program to install all the definitions...
12. Instructions might vary depending on the computer's operating system. AVG and Avast also provide free Antivirus Program.



How to speed up your computer and clean all malware and spyware

Malware and spyware slow up computer processes. To improve the speed of your computer you should

1. Empty the Recycle Bin.
2. Delete all temporary files by following these instructions for

- a) Windows XP –Start, Settings, Taskbar & Start Menu, Start Menu, Classic, Customize and Clear.
 - b) Windows Vista – Right click Start, Properties, Classic, Customize and Clear. (Doesn't apply to Windows 7)
3. Uninstall all unused programs by – Start, Control Panel, Programs and Features, Uninstall Programs or Add Remove Programs. Uninstall all unused programs but do not uninstall any program that you're unsure of.
 4. Download Malware Malbytes. Go through the setup and install process. Decline the trial of the full product. Scan your computer.
 5. If there are a large amount of photos in your documents you may need to store them using DVD's, external hard drive etc
 6. Storing large files (photos, films..) on the C Drive and not in Documents speeds up your Computer. A shortcut in Documents to the folder on the C Drive will give you quick access to the folder.
 7. Finally defragment your drive: Programs, Accessories, System Tools, Disk Defragmenter and Defragment. (Once again instructions vary ..)



How to guarantee your child is safe online

- Home computers should be kept in a public place as secretive use of the internet can lead to misuse.
- Safe internet use has to be discussed and agreed on and should include rules such as
 1. Never access unsuitable websites or images
 2. If unsuitable images or text appear on screen inform an adult
 3. Never disclose personal information
 4. Inform adults if your texting someone you do not know
 5. Never make personal comments about someone else online or by mobile
 6. Never never make arrangements to meet someone you met first online.
 7. Check out this website for more detailed information.
<http://www.webwise.ie/>