2.20 Internet Communication Assessment Form 1

## Please fill in this section

Key your Name: **Click here to enter text.**

#### Assessed outcome:

**LO1:**

Use internet and common digital devices and software to connect with other users and devices

**Assessment Conditions:**

* The documents produced during this assessment must be entirely your own work. You signed and returned to EIT an Attestation Form.
* When completing this assessment you must comply with occupational health and safety guidelines in relation to your own working environment and practices.
* This is an open book assignment. Use of workbooks and powerpoint presentations is allowed. No printing is required.
* Your document must be emailed in as per instructions at the end of the assignment.
* Any feedback will be emailed from [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)
* Your Assessment Decision will also be emailed from [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)

Go to the next page to begin your assignment

To fill in the form follow this instruction:



Note: don’t worry about the text boxes – the boxes will grow bigger as you type so there is ample room

## Task 1:

As part of Digital Citizenship, you need to demonstrate that you are a confident and capable user of information and communications technology (ICT)

|  |
| --- |
| What is an application for an end-user? |
| **Click here to enter text.** |

|  |
| --- |
| What does a web browser let you do? |
| **Click here to enter text.** |

|  |
| --- |
| What is one of the most popular web browsers? |
| **Click here to enter text.** |

|  |
| --- |
| What is a search engine? |
| **Click here to enter text.** |

|  |
| --- |
| How does a search engine use Indexes? |
| **Click here to enter text.** |

|  |
| --- |
| What does a web site show you? |
| **Click here to enter text.** |

|  |
| --- |
| What does email allow you to do? |
| **Click here to enter text.** |

|  |
| --- |
| To maintain internet security what should you install to restrict the incoming and outgoing traffic to your computer? |
| **Click here to enter text.** |

Save and close 

To fill in the form follow this instruction:



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## Task 2:

List six of the important email etiquette points you need to be aware of as a Digital Citizen.

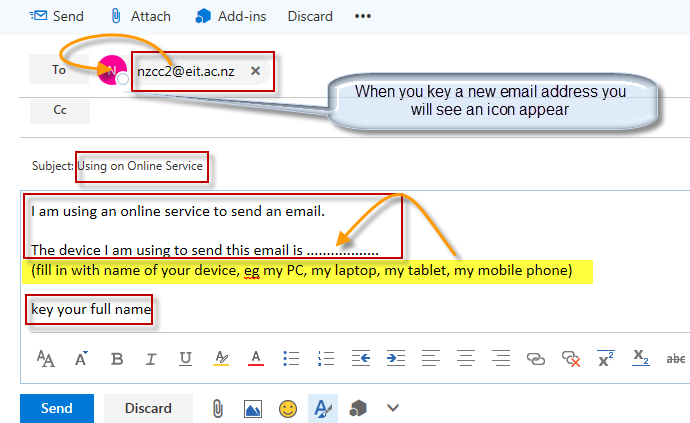
|  |
| --- |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |

Save and close 

To fill in the form follow the instructions in **Green** and **Blue**:

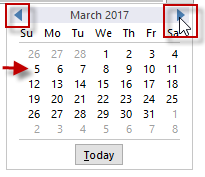
## Task 3:

You should have sent the following email to nzcc2@eit.ac.nz



When you click in the box you will get: ✓ for Yes, if you don’t click in it you will get 🞎 for No

I have sent this email to [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)  

When you click in the box, click on the down arrow  and change to correct month and day  


I sent this email on Click or tap to enter a date. 

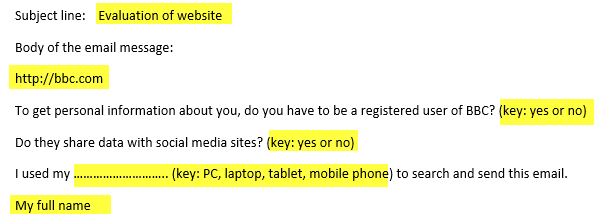
**Note:** [**nzcc2@eit.ac.nz**](mailto:nzcc2@eit.ac.nz) **will NOT have replied to this email**

Save and close 

To fill in the form follow the instructions in **Green** and **Blue**:

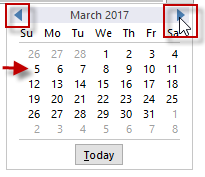
## Task 4:

You should have sent the following email to [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)



When you click in the box you will get: ✓ for Yes, if you don’t click in it you will get 🞎 for No

I have sent this email to [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)  

When you click in the box, click on the down arrow  and change to correct month and day  


I sent this email on Click or tap to enter a date. 

**Note:** [**nzcc2@eit.ac.nz**](mailto:nzcc2@eit.ac.nz) **will NOT have replied to this email**

Save and close 

To fill in the form follow the instructions in **Green** and **Blue**:

## Task 5:

You should have sent the following email to [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)

Subject line: 

Body of the email message:

URL: <https://www.axess.co.nz>

I found the Property and Mortgage calculator easy to use. Yes or No

Do Axess Finance have a Disclaimer in case of an error? Yes or No

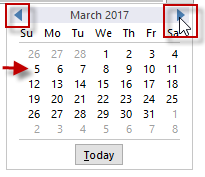
Can you find out the date the company was registered? Yes or No

I used my …………………………. device to search and send this email.

Your full name

When you click in the box you will get: ✓ for Yes, if you don’t click in it you will get 🞎 for No

I have sent this email to [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz)  

When you click in the box, click on the down arrow  and change to correct month and day  


I sent this email on Click or tap to enter a date. 

**Note:** [**nzcc2@eit.ac.nz**](mailto:nzcc2@eit.ac.nz) **will NOT have replied to this email**

Save and close 

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## Task 6:

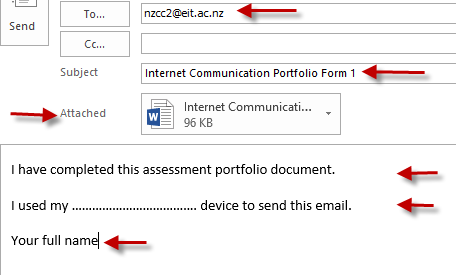
Digital literacy requires you to filter material and recognise trustworthy information to enable you as a digital citizen to effectively manage the challenges of ICT.

|  |
| --- |
| Explain why it is important to identify the authority of web documents or websites |
| **Click here to enter text.** |
| Explain why it is important to verify the accuracy of information obtained from the Internet |
| **Click here to enter text.** |
| Explain why it is important to make sure of the currency of information used from the Internet |
| **Click here to enter text.** |

Save and close 

#### At completion of assessment portfolio document:

* Internet Communication Assessment Portfolio Form 1.docx must be emailed in to [nzcc2@eit.ac.nz](mailto:nzcc2@eit.ac.nz) for marking  
  Subject line **Internet Communication Portfolio Form 1**
* Message to be as shown below including your full name.



* **Any feedback will be emailed to you from** [**nzcc2@eit.ac.nz**](mailto:nzcc2@eit.ac.nz)
* **Your Assessment Decision will be emailed to you from** [**nzcc2@eit.ac.nz**](mailto:nzcc2@eit.ac.nz)