

Computer and Password Tips

- 1) The username for the computer for most pupils will be the initial in your first name and your last name e.g. jbrown. Some usernames will have a number on the end.
- 2) Your GLOW username will be wusername@glow e.g. wljbrown@glow
- 3) Pick a password that you will remember but will be difficult for someone else to guess.
- 4) Use letters (small and capitals), numbers, spaces or characters in your password e.g. instead of password you could have P@55w0rD
- 5) 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.
- 6) Have different passwords for each program or website that you use. This means that if someone guesses your password for one site/program, they won't be able to access the others.
- 7) Try not to write your passwords down, however if you do make sure they are kept in a safe place.
- 8) When you are finished using a computer, make sure you log off from your user account.
- 9) 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')
- 10) 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.
- 11) West Lothian Council try their best to block all websites with inappropriate content both on the School Network and through the School Wifi. However if you 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 site blocked.