

Name _____

WORKSHEET 15 – INFORMATION SECURITY

Make sure that you are familiar with all of the information detailed in this booklet. There are a number of tasks for you to carry out, be sure to read the information fully whilst completing the tasks. You could be asked about any of this in the test!

Use the theory notes in the worksheet 15 section of the teach-ict.com site to help you complete this booklet.

TASK 1: COMPUTERS VS DATA

Which is the most valuable, a computer or the data it contains? Explain your answer.

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TASK 2: IMPLICATIONS OF DATA LOSS

If a company were to lose all of its data, it could face a number of problems. Discuss three possible problems below.

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2.....
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3.....
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TASK 3: USER NAMES AND PASSWORDS

Explain why you need both a user name and a password in order to log into a network.

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List 4 sensible rules for keeping a password safe.

1.....

2.....

3.....

4.....

TASK 4: ACCESS RIGHTS

Using the words in the table below (just once each), fill in the blanks in the text.

LEVELS	MANAGER	ALTER	DEPARTMENTS
DETERMINE	LOWEST	HIGHEST	DELETE
NETWORK	NEW	SECURITY	READ

Every person who uses a computer _____ will be assigned a level of access rights. Their access rights will _____ what they are able and not able to do on the network.

Those with the _____ level of access rights, for example the network _____, would be able to install and _____ software. They would also be able to set up _____ users and assign their access rights to them.

Those with the _____ level of access rights might only be able to _____ data in files but not _____ anything. Access rights helps to maintain the _____ of the system and the safety of the data held on it.

There may be many _____ of access rights within an organisation, especially as different _____ need access to different systems or parts of a system.

TASK 5: VIRUSES

Using the words in the table below (just once each), fill in the blanks in the text.

In your own words, explain what a computer virus is

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Can viruses cause a lot of damage to a computer? Yes / No

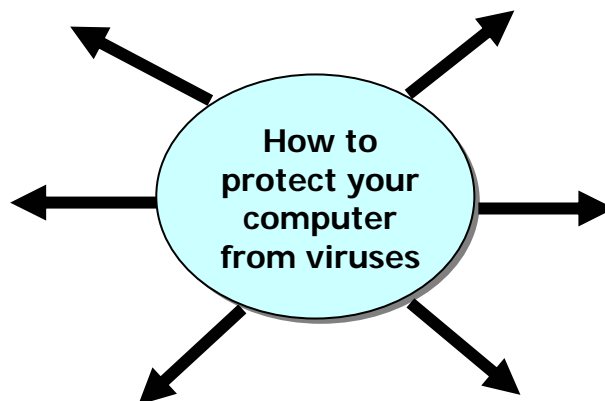
Explain your answer

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.....

Computer Viruses can be spread by:

- 1.....
- 2.....
- 3.....
- 4.....

Complete the diagram below to show how to protect your computer from viruses:



Why do you think it is important to keep anti-virus software up-to-date? (try to find this answer out for yourself)

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Match up the pests on the left hand side with their description on the right side.

TROJAN

This virus is so called because it is disguised as a file that a user would be particularly tempted to open e.g. a game or a graphics file

SPYWARE

This is a type of virus that replicates itself within a system so many times that it simply clogs up the system resources.

WORMS

This keeps track of web pages that you look at and then sends the data to a third party.

TASK 6: HACKERS

Why might a hacker want to break into a computer system?

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TASK 7: FIREWALLS

Explain the role of a firewall

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TASK 8: AUDIT LOG

Explain why a company should keep an audit log

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TASK 9: POLICIES AND PROCEDURES

All staff should be given training and guidelines about how to use the computer system properly and to ensure that data is kept safe.

List some rules that staff should follow:

- 1.....
- 2.....
- 3.....
- 4.....

TASK 10: SAVING WORK

Explain why you should save your work every 5-10 minutes rather than waiting until the end of the lesson

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Explain why it is a good idea to save important work as different version numbers.

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TASK 11: MAKING BACK UPS

Data stored on a network should be backed up at least once every day. Why do you think that it should be backed up so often?

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What storage media do you think would be the most suitable for making a backup of the data on a company network? (think back to your lesson on storage devices)

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Once a backup has been made of the data, where should it be stored? Explain your answer

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TASK 12: PHYSICAL SECURITY OF EQUIPMENT

List some of the physical security precautions that you could take to ensure that your computer equipment doesn't get stolen:

- 1.....
- 2.....
- 3.....
- 4.....

TASK 13: CHALLENGE

What was the extra fact that you found out for yourself about this topic?

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END OF WORKBOOK