



TECH SNIPPETS

Information, Communication & Technology

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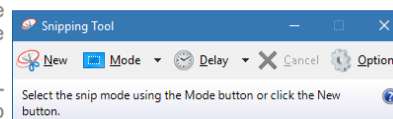
Snipping Tool

Windows 10 includes a handy little app named "Snipping Tool" which you will find under "Windows Accessories" in the apps menu. It allows you to make digital cuttings of images and other electronic print media.

When you open the app you will see the following window:

It is fairly straightforward to use, so give it a try!

One of the best things about the app is that, instead of saving your selection for later use, simply press **Ctrl+C** and then paste it directly into the document you are working on. Snipping Tool includes a highlighter and a freehand drawing tool.



Digital Civility Challenge

We encourage parents, teachers, teens and young people to commit to Microsoft's Digital Civility Challenge – four basic tenets for life online, namely:

Live the "Golden Rule" and treat others as you would like to be treated by leading with empathy, compassion and kindness, and affording everyone respect and dignity both online and off.

Respect differences by honoring diverse perspectives and, when disagreements surface, engage thoughtfully and avoid name-calling and abusive language.

Pause before replying to comments or posts you disagree with and refrain from posting or sending anything that could hurt someone, damage a reputation or threaten someone's safety.

Stand up for yourself and others if it's safe and prudent to do so; also, report illegal and abusive content and behavior and preserve evidence.

Did you know?

- If you press the Windows key on your keyboard to bring up the start menu, then right-click an app icon, you can **Pin to start** or, if you select the **More** option, you can **Pin to taskbar**. The first option will add the app as a tile to the right of the start menu list, while the second will add the app to your taskbar at the bottom left of your screen.



- Instead of launching a taskbar app by clicking on it with your mouse, you can use your keyboard. Press the Windows key + the number that corresponds to its position amongst the apps you have added to your taskbar. For instance, referring to the image above, to open the calculator you would press Windows + 2.

Passwords

To make logons easier for our users, we use the same username and password to log onto the network via Windows and to log into our Microsoft account (which gives us access to our Outlook email, OneDrive, etc.). We also use the same username and password to log into Moodle.

You can change this password any time you wish. Simply log onto the school network from a school PC. Once the logon process has completed and you are in Windows, press **Ctrl+Alt+Delete** simultaneously, then select the option to **Change a password**. Keep in mind that when you change your password, this will be your new password for Outlook and Moodle as well. This pass-through process may be delayed for up to 15 minutes so be patient if you want to log into Moodle or your Outlook email after changing your password. Rather log into them first, then change your password.

ICT staff cannot see your password or recover it for you if you have forgotten it. Your password looks like this to us: ●●●●●●●● If you forget your password, we will reset it to one of our choice, then force you to change it at your next logon. Don't leave your PC logged on and unattended — someone may change your password for you and effectively steal your account. If we need to work on a PC using your account, the protocol is that we will arrange this with you, reset your password to one of our choice, complete the work and then force you to change your password again. *Never* tell anyone your password, not even the ICT staff. Chances are that you use the same or similar password for your banking and other websites, so it is in your own best interest to keep your password private!

Considering that three major services use the same password, the complexity of your password is of the utmost importance. A single compromised user account can cripple all of these services and pose a school-wide security risk.

Tips on password creation

- Use at least 8 characters
- Passwords are case sensitive, so use a combination of upper and lower case letters
- Use a mix of letters (e.g. ABcd), numbers (0-9) and symbols (e.g. @#%&*-_!+/? etc.)
- Avoid using personal information or common words

Examples of strong passwords:

@M3t4ll1c4%; My_C@t_@_HoMe

Examples of weak passwords:

12345; passwd; badboy; your birth date; your cell phone number; a family member's name