St Fatima Language Schools
Al Hegaz

The Vision of the School: *Distinct Environment for Refined Education*

First Term
2026/ 2027



Name: ……..….

Class: ……..….

Teacher's Name:……

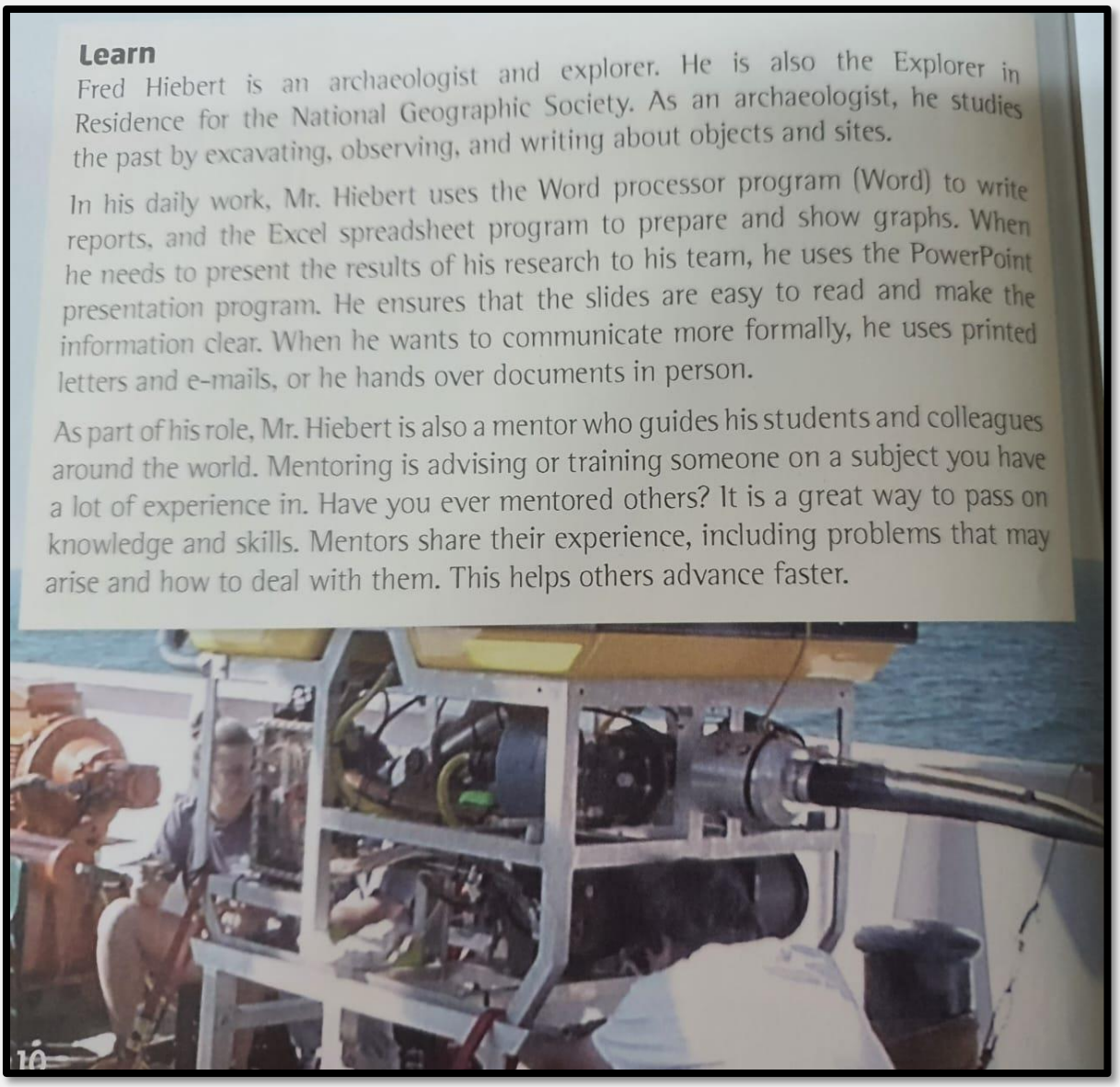
Theme 1
Lesson 1
Explorer in Action

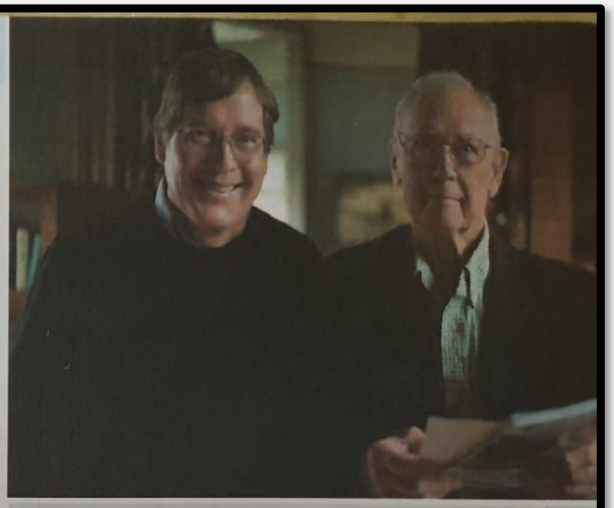
Learn

Fred Hiebert is an archaeologist and explorer. He is also the Explorer in Residence for the National Geographic Society. As an archaeologist, he studies the past by excavating, observing, and writing about objects and sites.

In his daily work, Mr. Hiebert uses the Word processor program (Word) to write reports, and the Excel spreadsheet program to prepare and show graphs. When he needs to present the results of his research to his team, he uses the PowerPoint presentation program. He ensures that the slides are easy to read and make the information clear. When he wants to communicate more formally, he uses printed letters and e-mails, or he hands over documents in person.

As part of his role, Mr. Hiebert is also a mentor who guides his students and colleagues around the world. Mentoring is advising or training someone on a subject you have a lot of experience in. Have you ever mentored others? It is a great way to pass on knowledge and skills. Mentors share their experience, including problems that may arise and how to deal with them. This helps others advance faster.





Mr. Hiebert generally prefers to communicate with people through face-to-face, in-person meetings. At times, this is not possible because he is away on an expedition, or the people he is meeting with are in different countries. In such cases, Mr. Hiebert holds virtual meetings using platforms like Zoom and WhatsApp. These meetings have to be scheduled at a time that is suitable for everyone, which can be difficult due to time difference between countries. Mr. Hiebert believes it is important to follow up a virtual meeting or telephone call with official notes documented in an email or sent as a Word document. This ensures that everyone involved has the same information and a copy to keep.

Sharing information has become vital in our day-to-day lives. Technology has helped to make this an easier task. Moreover, the Ministry of Education makes sure that students have a record of what they should have learned in the classroom via the satellite broadcasting channels (educational channels) affiliated by the Ministry of Education and YouTube channel, "Madrasitna". On the YouTube channel, there are videos on each school subject. This provides a second opportunity for students who missed a lesson, need further explanation of a lesson, or would just like a quick review. "Madrasitna" is an opportunity for students to watch lessons whenever they choose.

Questions and Answers

Theme 1

Lesson 1

1) Who is Fredrik Hiebert?

He is an archaeologist and explorer

2) Where does Dr. Hiebert reside?

He is the Explorer in Residence for the National Geographic Society.

3) What ICT tools does Dr. Hiebert use?

1- Word processor, 2- Excel Spreadsheet, 3- PowerPoint,

4- email and letters

4) What is the role of Dr. Hiebert with his colleagues and students?

He is a mentor who guides his students and colleagues around the world using his experience and skills.

5) What did Dr. Hiebert do when he couldn't communicate by meeting face-to-face?

He held virtual meetings using platforms like Zoom and WhatsApp.

6) What is the use of the Word processor program?

To write notes and reports.

7) What is the use of the Excel program?

To prepare and show graphs.

8) What is the use of PowerPoint?

The presentation of research results.

Lesson 2
Computer accessories

Learn

Like Mr. Hiebert, you can use ICT tools to share ideas. However, your computer's hardware must be working properly. Read about the main computer hardware components and then potential problems/solutions on page 15.



ethernet cable: a cable that connects a computer or laptop to a router



Flash Memory



External Hard Drive: Like an HDD but much faster





HDMI (high-definition multimedia interface): a cable that transmits audio and video from/ to devices



router: a device that connects a computer to the internet via Wi-Fi or ethernet



ethernet port: connects an ethernet cable; ethernet is more stable and faster than Wi-Fi

Units of measurement:

bit: the smallest unit of data

byte: 1 byte = 8 bits = 1 character; the word 'cat' has three letters and would need three bytes.

Kilobytes: 1,024 (B)

Megabyte (Mb): 1,024 (KB)

Gigabyte (Gb): 1,024 (MB)

Terabyte: 1,024 (GB)

Mbps: megabits per second; measures the speed of a network or internet connection (the faster the speed, the better)

GHz (GigaHertz): measures the number of cycles your CPU carries out per second; the higher the number, the faster the speed.

Potential computer problems and solutions

Problem: Trouble processing large files, like a big PowerPoint presentation

Potential reason and solution:
Not enough graphics storage – shut down some programs

Problem: A poor video-conference connection

Potential reason and solution:
Slow wireless internet connection – try an ethernet connection

Problem: Not able to store files

Potential reason and solution:
Not enough space – move old files to an external drive

Problem: Home internet connection not working

Potential reason and solution:
connection interrupted – use ethernet or contact ISP

Lesson 2

1)What are computer accessories?

1- Flash memory

2- Ethernet cable

3- External hard drive

4- Router

5. Ethernet port

6. HDMI

2) What are the computer's units of measurement?

1-Terabyte

2- Gigabyte

3- Megabyte

4- Kilobyte

5- Byte

6- Bit

8- Gigahertz

7- Mbps

3) A classmate of yours had an issue with storing data, what solution would you suggest?

Move some old files to an external hard drive.

4) A classmate of yours had an issue with poor connection in a video conference, what solution would you suggest?

Try an Ethernet connection.

5) A classmate of yours has an issue and their home internet connection is not working; what solution would you suggest?

Try an Ethernet connection or contact ISP.

Homework 2

1)……is Used to restore or to transfer files and data between computers.

a. HDMI b. CPU c. Flash memory

2)……is a device that connects a computer to the internet via Wi-Fi.

a. Ethernet cable b. Router c. Ethernet port

3) A ……. is the smallest unit of data on your computer .

a. Mbps b. byte c. bit

4) A …… measures the number of cycles your CPU carries out per second.

a. gigahertz b. Mbps c. byte

5) Which problem would you use Ethernet cable to solve?

a. Not able to store files. b. A poor Video-Conference connection.

c. Trouble processing large files.

---

2)Put (√) or (x)

1-An Ethernet cable transmits audio and video to and from devices. ( )

2-Ethernet port is more stable and faster than Wi-Fi. ( )

---

3)Complete the missing parts using the words between the brackets:

(flash memory - HDMI - Ethernet cable - Router)

1- A……. stores information.

2-……connects your computer or laptop to the router.

3-……connects the computer to the internet via Wi-Fi or Ethernet.

4-……is a cable that transmits audio and video to and from devices.

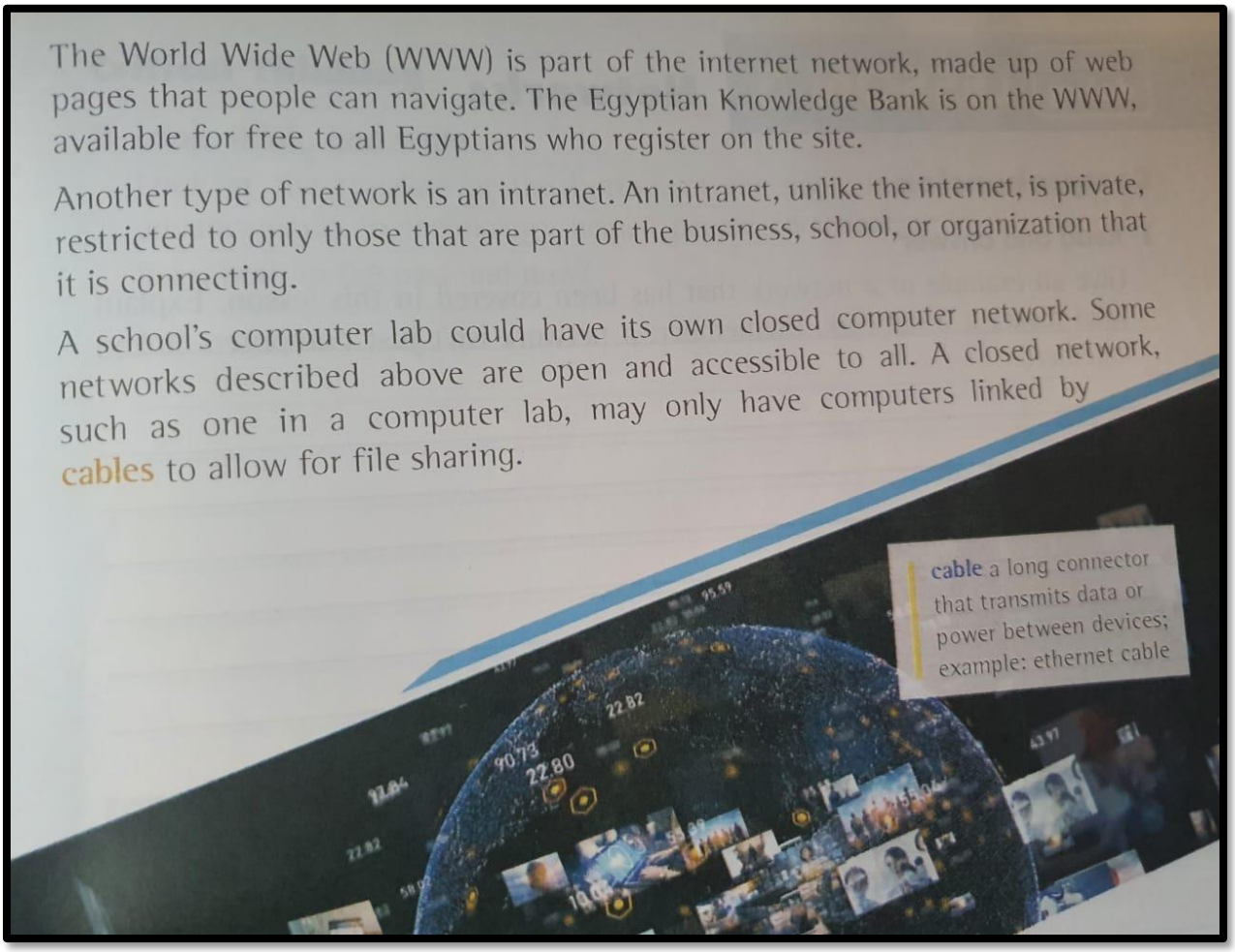
Lesson 3
Networks

The World Wide Web (WWW) is part of the internet network, made up of web pages that people can navigate. The Egyptian Knowledge Bank is on the WWW, available for free to all Egyptians who register on the site.

Another type of network is an intranet. An intranet, unlike the internet, is private, restricted to only those that are part of the business, school, or organization that it is connecting.

A school's computer lab could have its own closed computer network. Some networks described above are open and accessible to all. A closed network, such as one in a computer lab, may only have computers linked by cables to allow for file sharing.

cable a long connector that transmits data or power between devices; example: ethernet cable



Lesson 3

1) Mention some network types.

1- Internet 2- Intranet 3- Closed network

2) What is the internet?

It is a network that connects computers, and the people using them from all around the world.

3) What is an intranet?

It's a private type of network, restricted to only those that are part of the business, school, or organization that it is connecting.

4) How do you connect your computer to the internet?

You need a gateway, such as a router, which connects your computer to an ISP.

5) What is the World Wide Web (WWW)?

It is part of the internet network, made up of web pages that people can navigate.

6) What is a Gateway?

It's a gate used to connect a computer to the internet.

7) What type of network do you need at school?

A closed network or an intranet.

8) What is the network that connects computers all around world?

The internet.

Homework 3

1)Choose the correct answer:

1) ……connect computers together to share the important information.

a. Computer accessories b. Computer networks c. Computer hardware

2)……consists of a Computer connected to a printer or a router.

a. Internet b. Intranet c. LAN

3)Router is considered a…….

a. famous browser b. antivirus c. gateway for internet

4)…….is a network that connects Computers from all around the world.

a. Internet b. Intranet c. LAN

5)……is private and restricted to only those that are part of the business, school, or organization that it is connecting.

a. Internet b. Intranet c. LAN

6)…….is a part of the internet network, made up of web pages and sites that people can navigate.

a. Video chat b. Search engine c. World Wide Web

7) A school's computer lab is an example for……

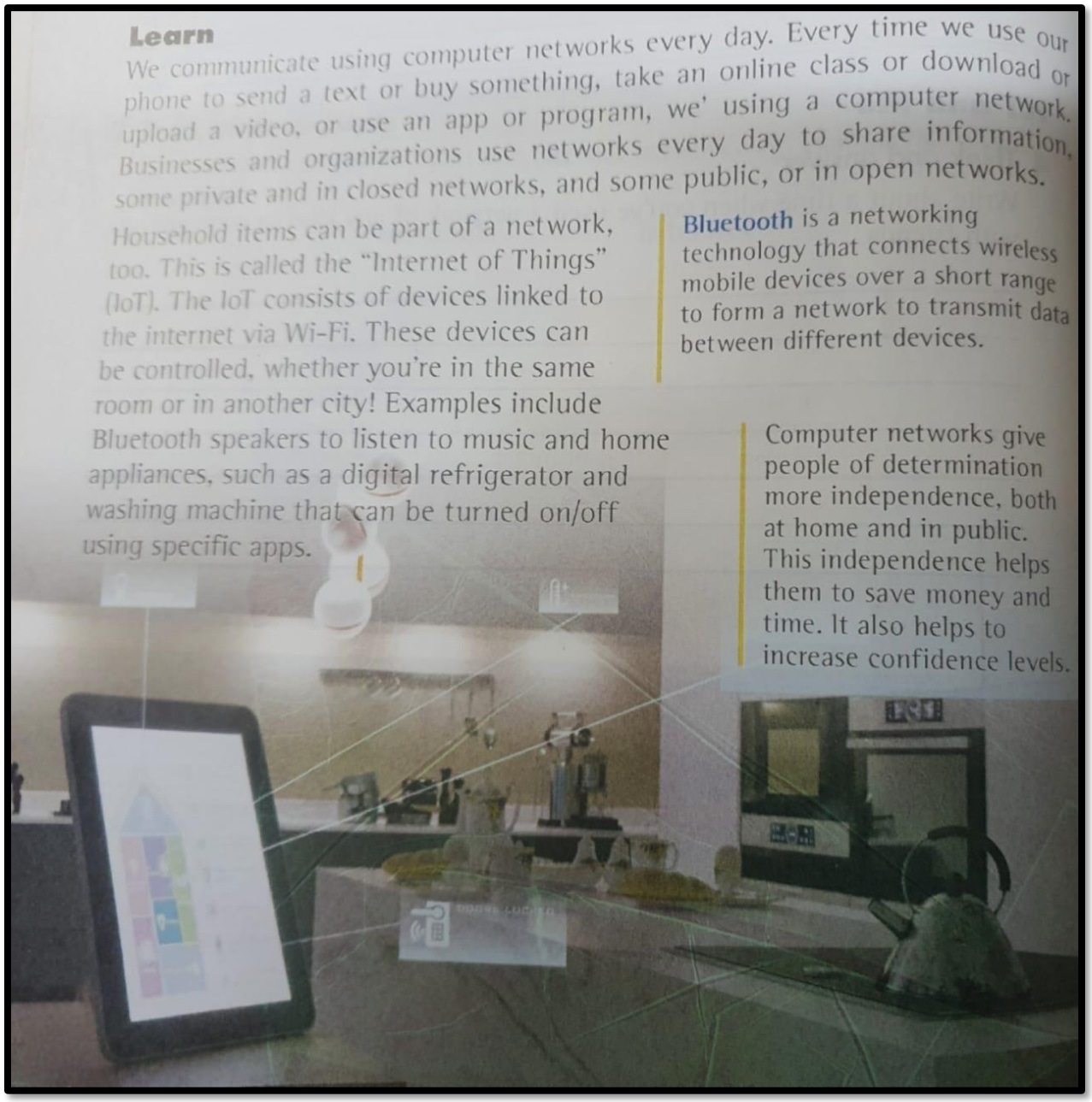
a. open network b. closed network c. internet

2)Put (√) or (x)

1-Computer networks connect computers to each other; to share important Information and data. ( )

2-A local computer network (LAN) is a network that connects computers from all over the world. ( )

Lesson 4
Digital communication tools



Learn

We communicate using computer networks every day. Every time we use our phone to send a text or buy something, take an online class or download or upload a video, or use an app or program, we' using a computer network. Businesses and organizations use networks every day to share information, some private and in closed networks, and some public, or in open networks.

Household items can be part of a network, too. This is called the "Internet of Things" (IoT). The IoT consists of devices linked to the internet via Wi-Fi. These devices can be controlled, whether you're in the same room or in another city! Examples include Bluetooth speakers to listen to music and home appliances, such as a digital refrigerator and washing machine that can be turned on/off using specific apps.

Bluetooth is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

Computer networks give people of determination more independence, both at home and in public. This independence helps them to save money and time. It also helps to increase confidence levels.

Networks
and people of determination

Hatem uses computer networks daily. He listens to music on his Bluetooth speakers. His favorite website is the Egyptian Knowledge Bank because it has a lot of interesting information. His favorite subject is archaeology. One day, he wants to be an explorer like Fred Hiebert!

Hatem also shops online. He thinks e-commerce makes life so much easier for everyone. He always asks his parents before he goes online shopping. His parents remind him to think about digital privacy, so he's extra safe about giving out his information.

Hatem is visually impaired, so he does schoolwork online, using screen readers, for audio feedback, and for help with reading braille. Screen readers helps Hatem do everything he needs to do, including writing papers and accessing documents on his laptop.

Lesson 4

1) What is the Internet of Things?

it consists of devices linked to the internet via Wi-Fi and can be remotely controlled whether you're in the same room or in another city.

2) What is Bluetooth?

it is a networking technology that connects wireless mobile devices over a short range to form a network to transfer data between different devices.

3) How do screen readers help people of determination?

They help them with a lot of what they need they do, including writing papers and accessing documents on their laptop.

4) How does braille help people of determination?

It makes reading easier for them.

5) Give examples of some home appliances that could connect to the internet.

Some digital refrigerators and washing machines can be turned on/ off using specific apps.

6) What must we do before going online shopping?

We should ask our parents first, and think about digital privacy.

7) How do ICT tools help people of determination?

It gives them more independence, and helps them to save money and time. also helps to increase their confidence levels.

Homework 4

1- It allows you ..... to control devices connected to the Internet via Wi-Fi.

A- Email B-Search engines

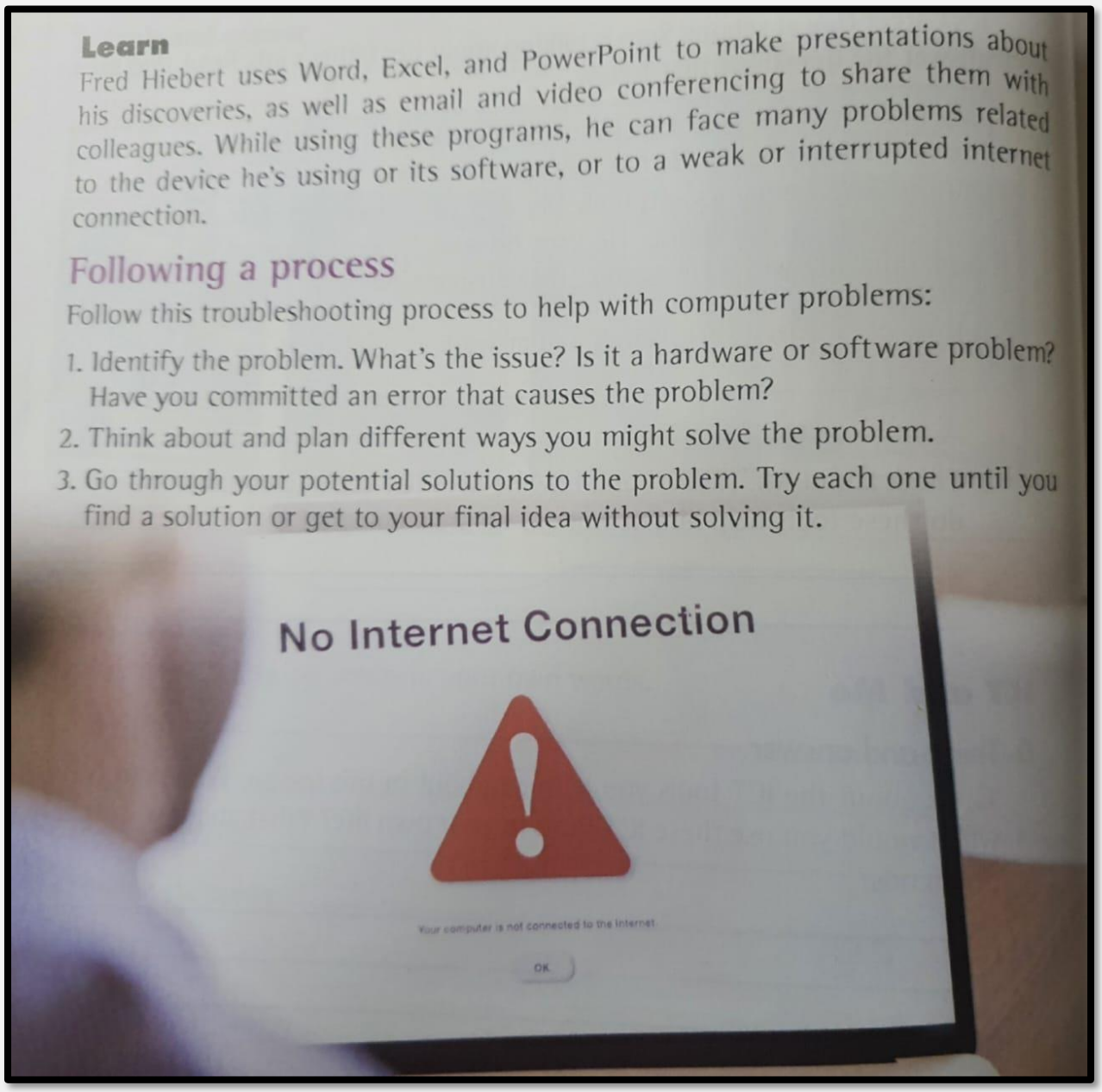
C- Internet of Things D-Social media

2-To transfer data between wireless mobile devices, the network technology Used Called .....

A-scanner B- index

C- Bluetooth D-Control panel

Lesson 5
Internet connection problems and solutions



Learn

Fred Hiebert uses Word, Excel, and PowerPoint to make presentations about his discoveries, as well as email and video conferencing to share them with colleagues. While using these programs, he can face many problems related to the device he's using or its software, or to a weak or interrupted internet connection.

Following a process

Follow this troubleshooting process to help with computer problems:

1. Identify the problem. What's the issue? Is it a hardware or software problem? Have you committed an error that causes the problem?
2. Think about and plan different ways you might solve the problem.
3. Go through your potential solutions to the problem. Try each one until you find a solution or get to your final idea without solving it.

4. Which solution worked? If you didn't solve the problem, what did you learn while trying? How can what you learned help you the next time you try to solve a problem?
5. If you do not find a solution to the problem, you should ask your teacher or a member of your family for help.

Following a process when troubleshooting will help you find different ways to solve problems. An idea you came up with that didn't work for a particular problem may work for another.

Common computer problems and possible solutions:

Problem: Computer slows down when opening an app

Possible solutions: Shut down and restart; check for software updates; delete unwanted apps.

Problem: Browser running slow

Possible solutions: Check Wi-Fi signal; make sure to update the apps on your device.

Problem: No internet connection

Possible solutions: Use the software to troubleshoot your Wi-Fi connection; check that the router is connected; restart your router; try a new ethernet cable; contact the customer service of your ISP for help.

Problem: Slow to download

Possible solutions: Restart computer and router; check internet speed

Lesson 5

1)What is the troubleshooting process you should follow to help with computer problems?

1- identify what the issue is and whether it is a hardware or software problem. And check if you committed an error that caused the problem.

2- ThinK about and plan different ways you might solve the problem

3- Go through your potential solutions to the problem. Try each one until you find the one.

4- If you didn't solve the problem. learn new things while trying, to try them in later situations.

5- If you do not find a solution to the problem, you should ask your teacher or a member of your family for help.

2) What ICT tools does Dr. Fred Hiebert use in his day-to-day work?

He uses Word, Excel, and PowerPoint to make presentations about his Discoveries.

3) What possible solutions do you have when there is no internet connection?

1- Use the device software to troubleshoot your Wi-Fi connection

2- Check that the router is connected

3- Restart your router

4- Try a new Ethernet cable

5-Contact the customer service of your ISP for help

Homework 5

-Put (√) or (x)

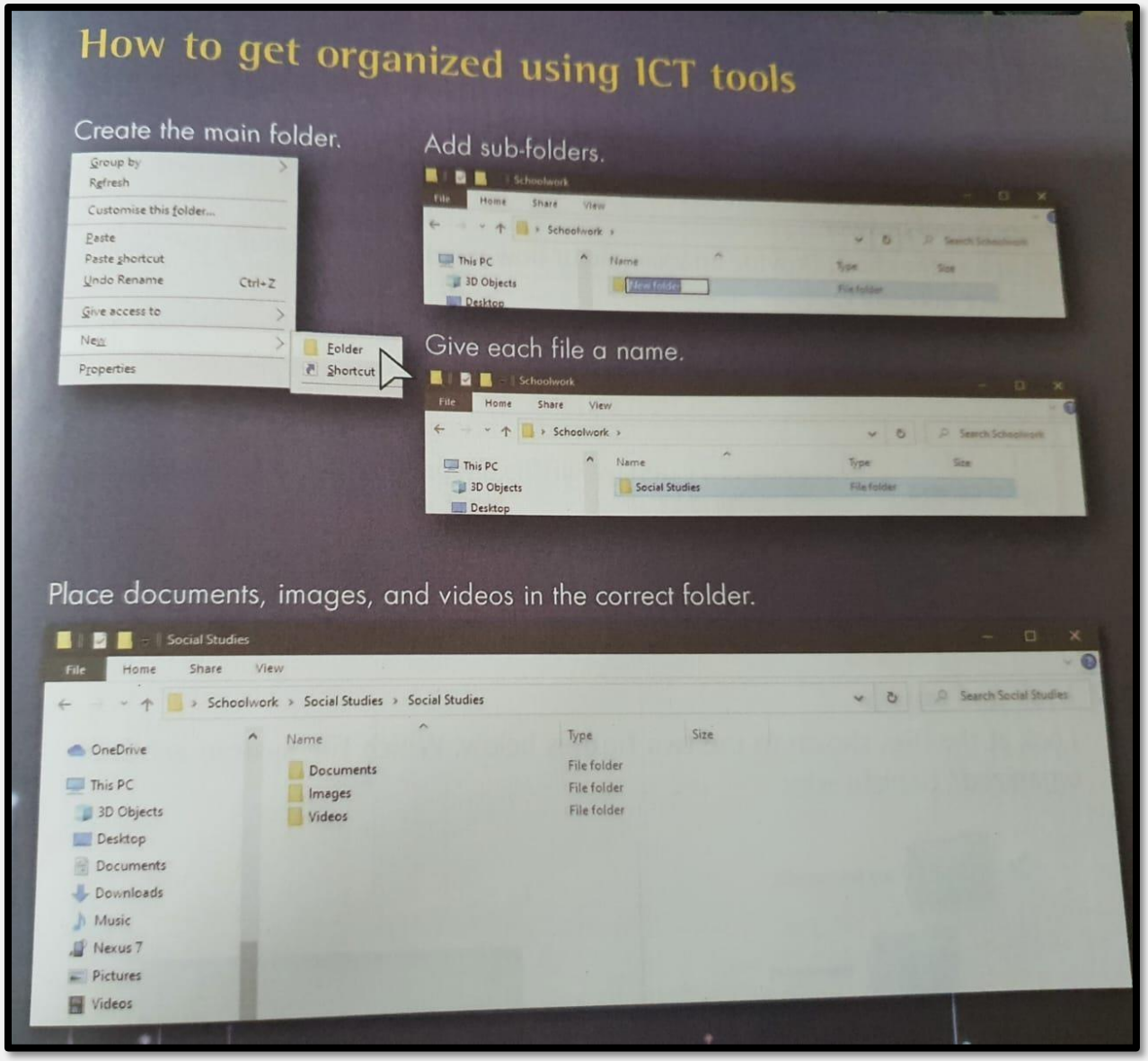
1-Identifying the problem is the first step in the steps of discovering and solving problems.
( )

2- One of the proposed solutions to solve the problem of slow computer is to check the Wi-Fi connection. ( )

3- Studying the proposed solutions is the second step in the steps of discovering and solving problems.
( )

Lesson 6
Digital file management




How to get organized using ICT tools
Create the main folder.
Group by
Refresh
Customise this folder...
Paste
Paste shortcut
Undo Rename Ctrl+Z
Give access to
New
Properties
Folder
Shortcut
Add sub-folders.
Schoolwork
File Home Share View
Schoolwork
This PC
3D Objects
Desktop
Name
Type
Size
New folder
File folder
Give each file a name.
Schoolwork
File Home Share View
Schoolwork
This PC
3D Objects
Desktop
Name
Type
Size
Social Studies
File folder
Place documents, images, and videos in the correct folder.
Social Studies
File Home Share View
Schoolwork > Social Studies > Social Studies
Search Social Studies
OneDrive
This PC
3D Objects
Desktop
Documents
Downloads
Music
Nexus 7
Pictures
Videos
Name
Type
Size
Documents
Images
Videos
File folder
File folder
File folder

Lesson 6

1) How do you create a folder?

Right-click (drop-down menu) New→ Folder

2) How can you give a name to a folder?

Right-click on the folder- Rename - Type the name you choose →press enter

3) How can you place documents, images, and videos in a folder?

By dragging and dropping them into the folder.

Or right-click the file -> copy→ go to the folder and right-click paste

4) How can you add subfolders?

Open main folder> Right-click→ New Folder

5) How can you find information using the internet?

By using search engines.

Homework 6

-Put (√) or (x)

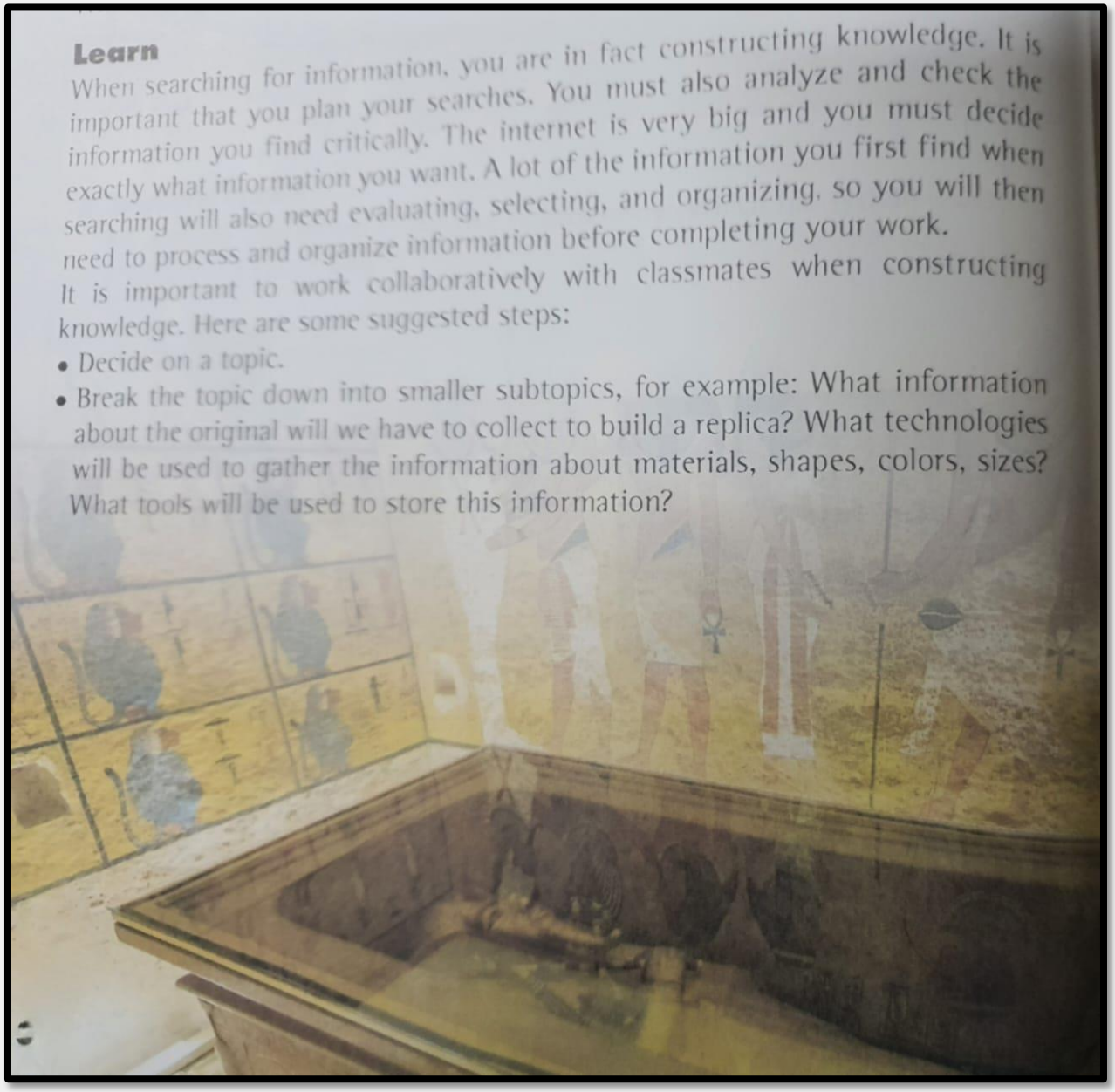
1- Checking the Wi-Fi connection is one of the proposed solutions in the event of a slow ( )

2-One of the possible solutions to the internet outage is to change the Ethernet cable ( )

3- You can use With your teacher or a family member if you do not reach a solution to the problem. ( )

Lesson 7

Information search strategies

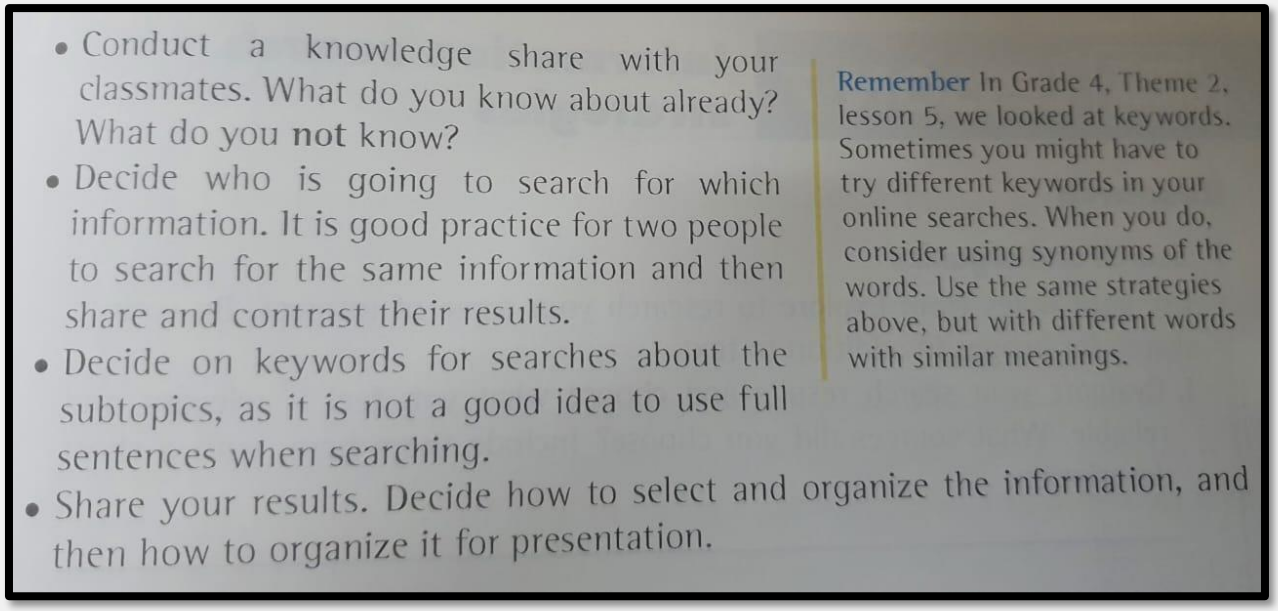


Learn

When searching for information, you are in fact constructing knowledge. It is important that you plan your searches. You must also analyze and check the information you find critically. The internet is very big and you must decide exactly what information you want. A lot of the information you first find when searching will also need evaluating, selecting, and organizing, so you will then need to process and organize information before completing your work.

It is important to work collaboratively with classmates when constructing knowledge. Here are some suggested steps:

- Decide on a topic.
- Break the topic down into smaller subtopics, for example: What information about the original will we have to collect to build a replica? What technologies will be used to gather the information about materials, shapes, colors, sizes? What tools will be used to store this information?



- Conduct a knowledge share with your classmates. What do you know about already? What do you **not** know?
- Decide who is going to search for which information. It is good practice for two people to search for the same information and then share and contrast their results.
- Decide on keywords for searches about the subtopics, as it is not a good idea to use full sentences when searching.
- Share your results. Decide how to select and organize the information, and then how to organize it for presentation.

Remember In Grade 4, Theme 2, lesson 5, we looked at keywords. Sometimes you might have to try different keywords in your online searches. When you do, consider using synonyms of the words. Use the same strategies above, but with different words with similar meanings.

Lesson 7

1) How do you search for information?

1-Decide on a topic

2. Break the topic down into smaller subtopics.

3- Decide on keywords for searches the subtopics about

4. Decide how to select and organize the information.

5-Organize your results in a presentation.

2) What strategy will you go with when searching for inform:

1- Plan your searches

2- Analyze and check the information you find critically.

3- Decide exactly what information you want.

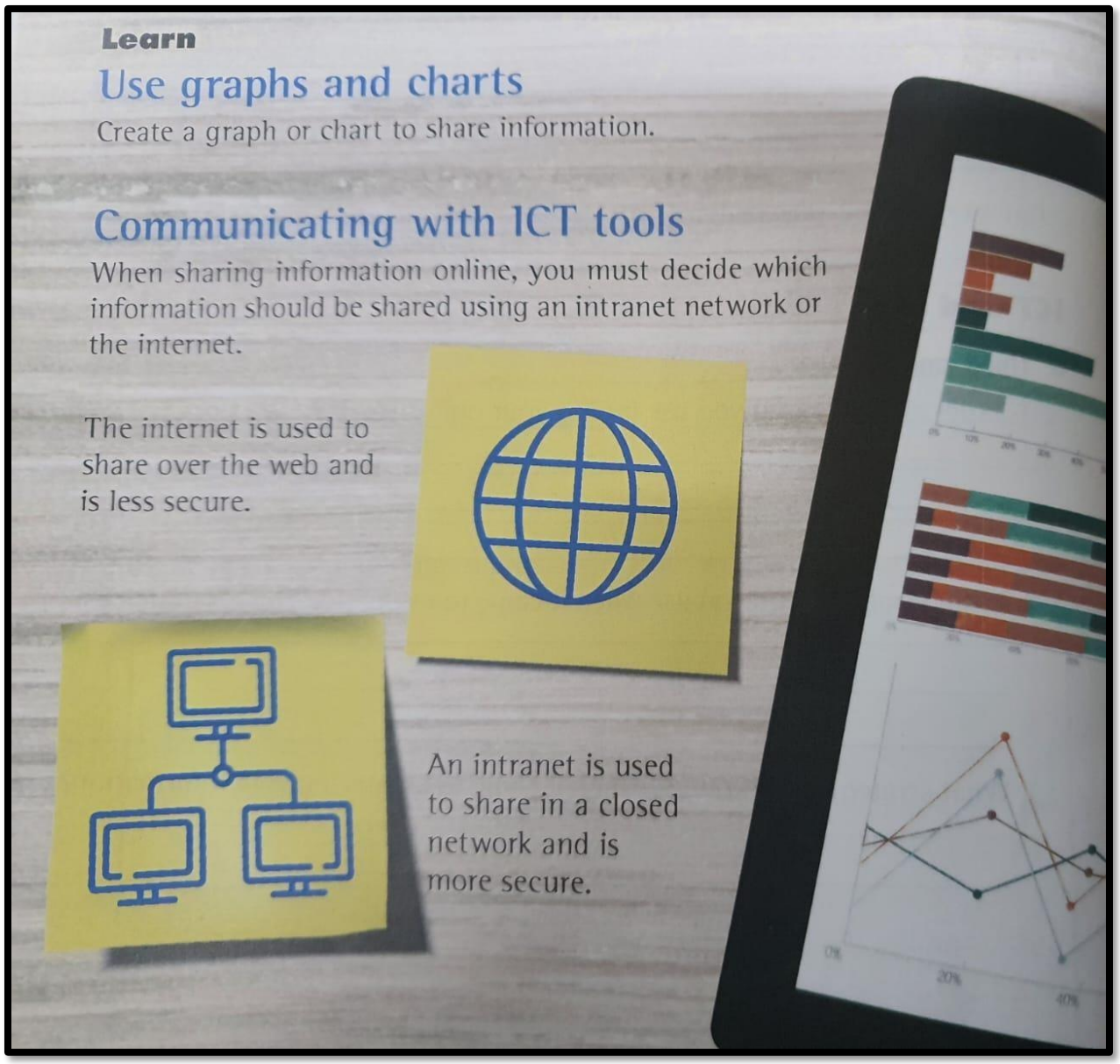
4- Process and organize information.

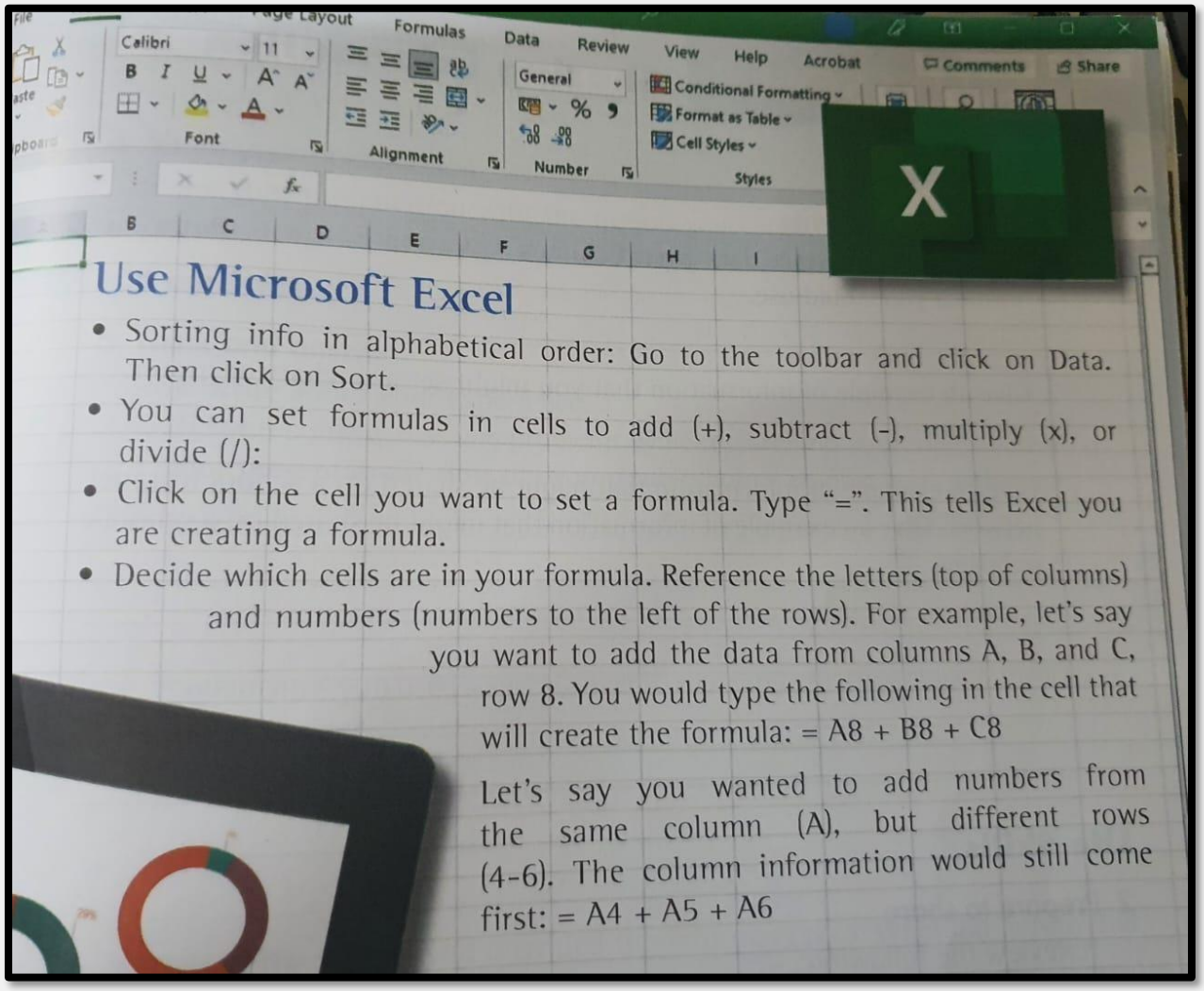
5- Pick the right keywords.

3) What search engine can you use?

Google, because it has an easy interface.

Lesson 8
Sharing information




Use Microsoft Excel
• Sorting info in alphabetical order: Go to the toolbar and click on Data. Then click on Sort.
• You can set formulas in cells to add (+), subtract (-), multiply (x), or divide (/):
• Click on the cell you want to set a formula. Type "=". This tells Excel you are creating a formula.
• Decide which cells are in your formula. Reference the letters (top of columns) and numbers (numbers to the left of the rows). For example, let's say you want to add the data from columns A, B, and C, row 8. You would type the following in the cell that will create the formula: = A8 + B8 + C8
Let's say you wanted to add numbers from the same column (A), but different rows (4-6). The column information would still come first: = A4 + A5 + A6

Lesson 8

1) What is the internet used for?

The internet is used to share information over the web and is less secure.

2) What is intranet used for?

An intranet is used to share in a closed network and is more secure.

3) How to open Excel?

1-Open start menu

2- Choose Microsoft Excel

4) How do you sort info in alphabetical order?

Go to the toolbar and click on Data. Then click on Sort.

5) How can you set formulas in cells to add (+), subtract (-), multiply (x), or divide (/)?

1-Click on the cell you want to set a formula. Type"=". This tells Excel you are creating a formula.

2- Decide which cells are in your formula. Reference the letters (top columns) and numbers (numbers to the left of the rows).

Theme 2

Lesson 1

Explorer in action

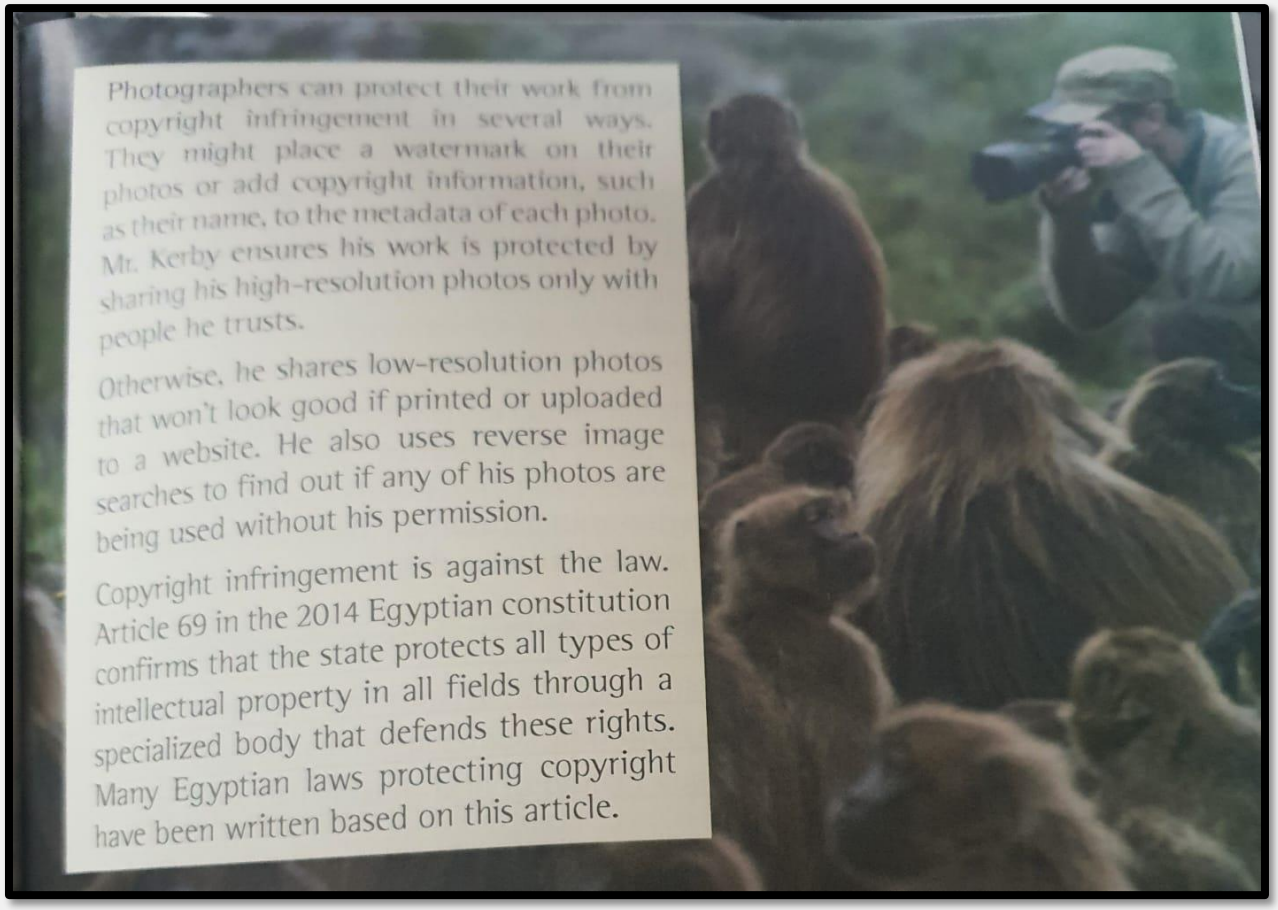
Jeff Kerby is an ecologist and a photographer. He has worked on excitin photography expeditions in Africa, North America, and the Arctic. Photograph expeditions are trips to places where one takes photographs of the area Mr. Kerby mainly photographs landscapes and animals.

To prepare for a trip, Mr. Kerby considers exactly where he's going, what he is going to do there, and how he will carry out his work securely. He travels with his camera and several camera lenses, batteries for the camera, a laptop, hard drives, and sometimes a drone. He uses his phone to take quick photos and to navigate with the GPS mapping tool.

At the end of each day, Mr. Kerby backs up all of the images he has taken with his camera or drone onto two external hard drives. If he needs to share any photos with colleagues immediately, he uses cell phone applications.

Generally speaking, everyone owns the copyright to images they take unless they sell those rights before or after they take the photographs. Owning photos means having the legal right, or copyright, to publish or sell the photos. Unfortunately, some people use photographs that were taken by others without asking permission or without purchasing the right to use the image. This is called copyright infringement.





Questions and Answers

Theme 2

Lesson 1

1) Who is Jeff Kerby?

He is an ecologist and a photographer. He worked on exciting photography expeditions in Africa, North America, and the Arctic.

2) What are photography expeditions?

They are trips to places where one takes photographs of the area. Mr. Kirby mainly photographs landscapes and animals.

3)How Mr. Kerby prepares for a trip,

1-He considers exactly where he's going.

2-He thinks of what he is going to do there.

3-He thinks of how he will carry out his work securely.

4) What are Tools and equipment he use ?

He travels with his:

1-Camera (with several camera lenses and batteries)

2-Laptop

3-Hard drives

4-Phone (to take quick photos).

5-GPS (used to navigate location). 6-Drone

5) What is the meaning of copyright infringement?

Some people use photographs that were taken by others without asking permission or without purchasing the right to use the images.

6) What does Mr. Kerby do with the images he takes?

At the end of each day, Mr. Kerby backs up all the images he has taken with his camera or drone onto two external hard drives.

If he needs to share any photos with colleagues immediately, he uses cell phone applications.

7) How can photographers protect their work from copyright infringement?

- Place a watermark on their photos.
- Add copyright information, such as their name, to the metadata of each photo.

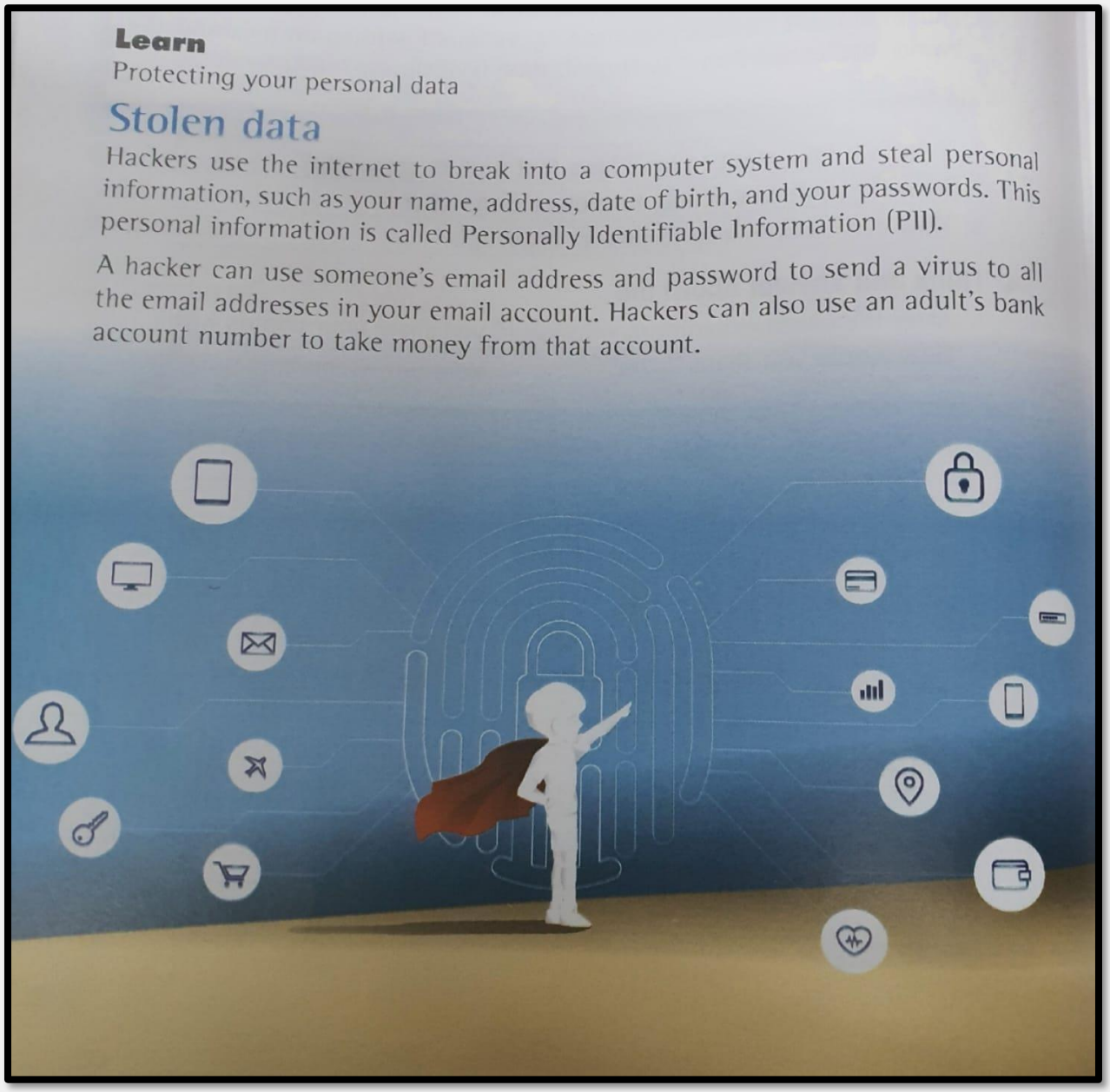
8) How does Jeff Kerby ensure that his work is protected?

By sharing his high-resolution photos only with people he trusts.

Otherwise, he shares low-resolution photos that won't look good printed or uploaded to a website.

He also uses reverse image searches to find out if any of his photo are being used without his permission.

Lesson 2
Protecting ourselves and our information



Learn

Protecting your personal data

Stolen data

Hackers use the internet to break into a computer system and steal personal information, such as your name, address, date of birth, and your passwords. This personal information is called Personally Identifiable Information (PII).

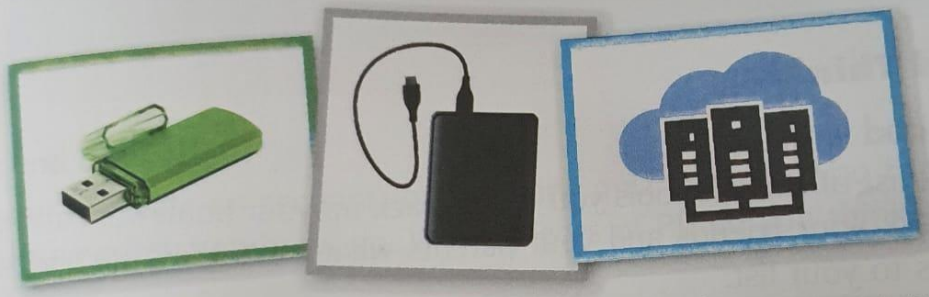
A hacker can use someone's email address and password to send a virus to all the email addresses in your email account. Hackers can also use an adult's bank account number to take money from that account.

There are many ways you can keep your PII safe. Limit the personal information you share online. Don't sign up for a website if it asks for too much personal information. Use different strong passwords that contain letters, numbers, and special signs, and are different for each website you sign up for, because if your password is discovered, a hacker will then have access to everything. Use anti-virus software on all of your devices, and update your devices regularly. The updates include changes that keep your data safe.

Lost files

You should also know how to protect the files that you create or store on a device. You need to protect these files from viruses, software problems, or human errors, such as dropping and breaking your laptop.

There are several ways to back up your data. Some apps and software programs back up data automatically. You can use a data-storage device that you attach to your computer, such as a flash drive or an external hard drive. This is called a hybrid backup. It is a safer way to back up and store files.



An **external hard disk** drive is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you to prevent the possibility of losing them on your device. The hard disk has more space than the Flash Memory, but it may also be used for the same purpose.

Lesson 2

Protecting your personal information

1) What personal information can hackers steal?

-Your name - Your date of birth

- Your address - Your password

2) How can you keep your Personally Identifiable Information(PII) safe?

-Limit the personal information you share online

-Don't sign up for a website if it asks for too much personal information

-Use different strong passwords that contain letters, numbers,

and special signs, and are different for each website you sign up for.

-Use anti-virus software on all of your devices.

-Update your devices regularly. The updates include changes that keep your data safe.

3) What happens if you use only one password?

If it is discovered, a hacker can have access to all your different accounts.

4) Explain Lost Files.

-You should know how to protect the files that you create or store on a device

-You need to protect your files from viruses, software problems, or human errors, such as dropping and breaking your laptop.

5)How can you back up your data?

-Some apps and software programs back up data automatically.

-You can use a data storage device that you attach to your computer, such as a flash drive or an external hard drive. This is called a hybrid backup. It is a safer way to back up and store files.

6)Importance of External Hard Disk Drive.

An external hard disk drive is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you; to prevent the possibility of losing them on your device.

The hard disk has more space than the Flash Memory, but it may also be used for the same purpose.

Lesson 2

Protecting Ourselves and our information

1) Choose the correct answers:

1-…… include(s) your name, address, date of birth, and passwords.

a. Personal information b. Public information c. Both a and b

2- The one who steals the personal information is called a ……

a. thief b. photographer c. hacker

3- " …… "is considered a strong password.

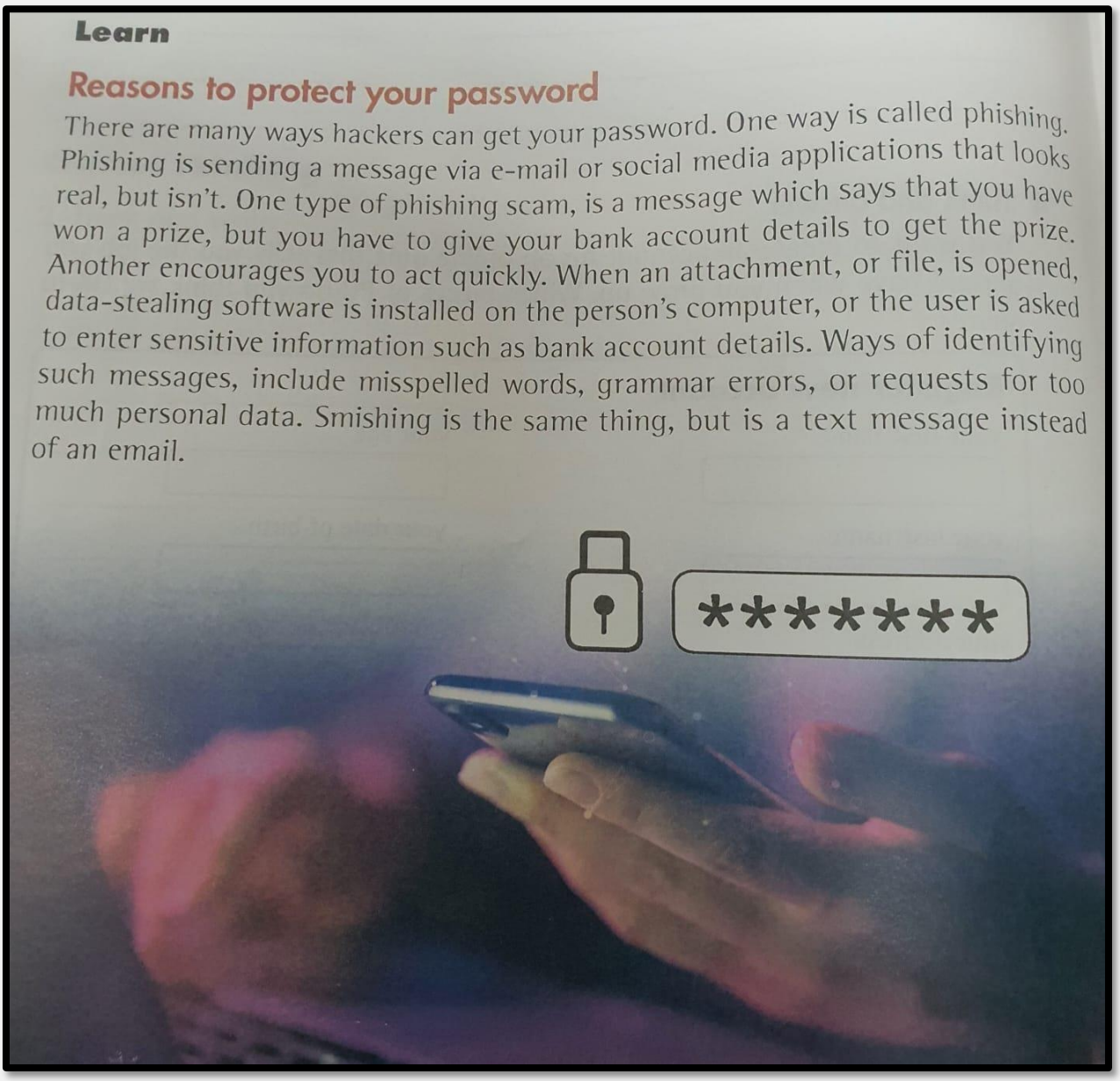
a. amh123 b. ictbook895 c. Ict@258#p

Lesson 3
Password security

Learn

Reasons to protect your password

There are many ways hackers can get your password. One way is called phishing. Phishing is sending a message via e-mail or social media applications that looks real, but isn't. One type of phishing scam, is a message which says that you have won a prize, but you have to give your bank account details to get the prize. Another encourages you to act quickly. When an attachment, or file, is opened, data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information such as bank account details. Ways of identifying such messages, include misspelled words, grammar errors, or requests for too much personal data. Smishing is the same thing, but is a text message instead of an email.



Password managers

You need strong passwords to help protect your personal data from hackers. A password manager creates a strong, unique password for each of your accounts. It also tells you if the passwords you already have are too weak or if you've reused them. It can even tell you if one of your passwords has been stolen online.

Multi-factor authentication

Passwords can also be strengthened through Multi-Factor Identification (MFA). This means you provide at least two ways of identifying yourself. It often combines a known factor, such as a password or PIN (personal identification number), with a factor you have, such as an email or a one-time code. For example, you might enter your password on a game website and receive a text verifying you are signing on to the site. Only after both steps are complete can you access the game. This means hackers who access your online passwords through data breaches or phishing attacks can't access your accounts because they don't have the second factor. Another type of MFA is when you log into one of your accounts from any device other than your permanent device. For example, you try to log into the game website on a different PC to your usual PC. You will be sent a text message to your mobile, asking you to confirm that you are the person who owns the email address that you are logging in as. The text message will include a number code which will give you access to your account, and it is specified for a short period of time and for one time only.



Password security

1)What is Phishing?

Phishing is sending a message via e-mail or social media applications that looks real but isn't.

2)What are the advantages of password managers?

-A password manager creates a strong, unique password for each of your accounts.

-It tells you if the passwords you already have are too weak or if you've reused them.

-It can tell you if one of your passwords has been stolen online.

3)What are the types of Phishing?

-One type of phishing scam is a message which says that you have won a prize, but you have to give your bank account details to get the prize.

-Another encourages you to act quickly. When an attachment, or file, is opened, data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information such as bank account details.

4)What is Multi-Factor Authentication?

To provide at least two ways of identifying yourself. It often combines a known factor, such as a password or PIN (personal identification number), with a factor you have, such as an email or a one-time code.

5)How can we identify phishing scam messages?

-They usually include misspelled words and grammar errors.

-They usually include requests for personal data.

-They can include a suspicious file or link that installs data-stealing software.

Lesson 3

1) Choose the correct answers:

1- ……is sending a fake message via email or social media that looks real.

a. Smishing b. Phishing c. Virus

2- Smishing is the same thing as phishing, but it is sent by ……

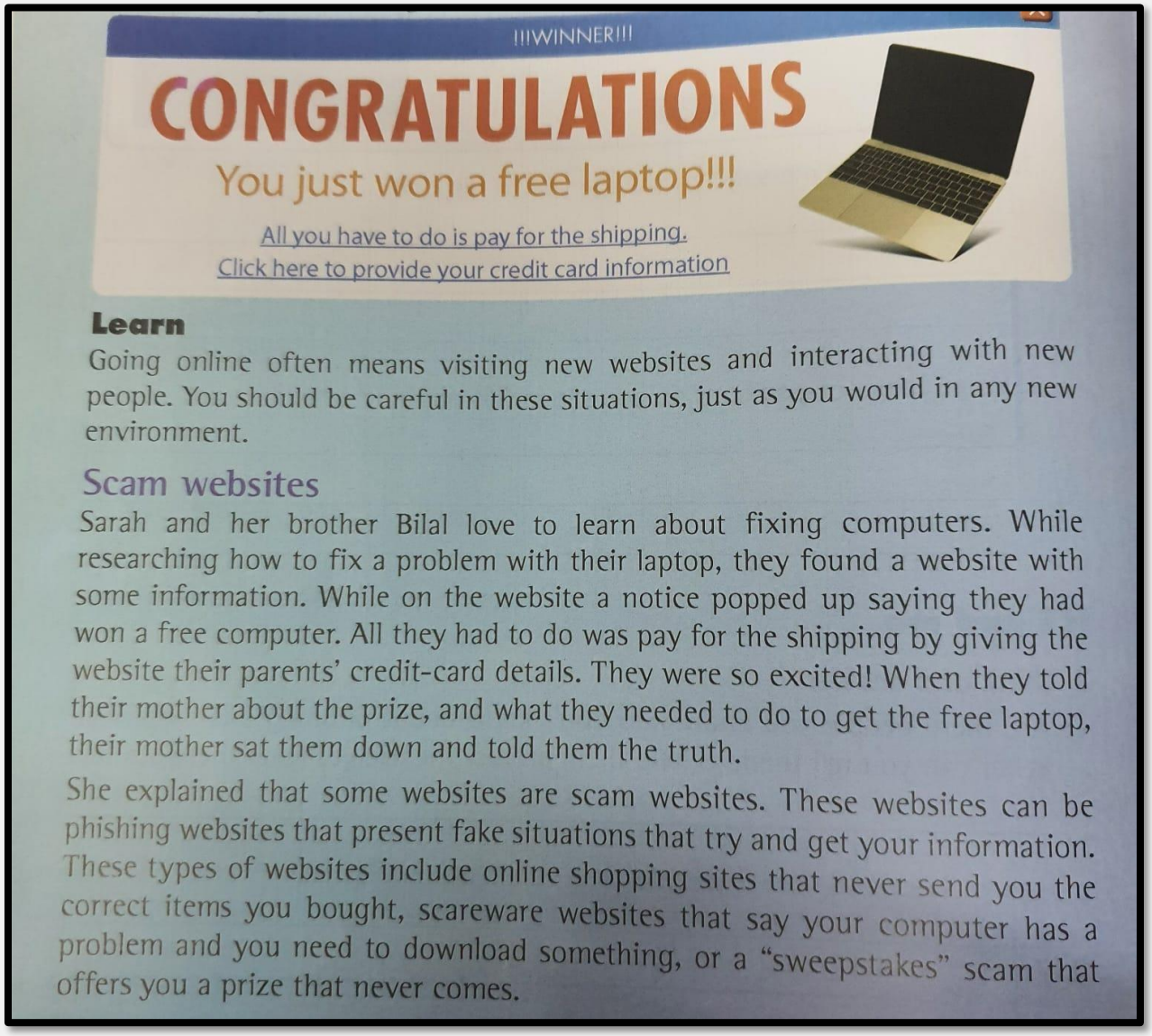
a. email b. text message c. Facebook

3- ……tells you if one of your passwords has been stolen online.

a. Multi-factor authentication b. Password manager

c. Antivirus

Lesson 4
How to deal with fake websites



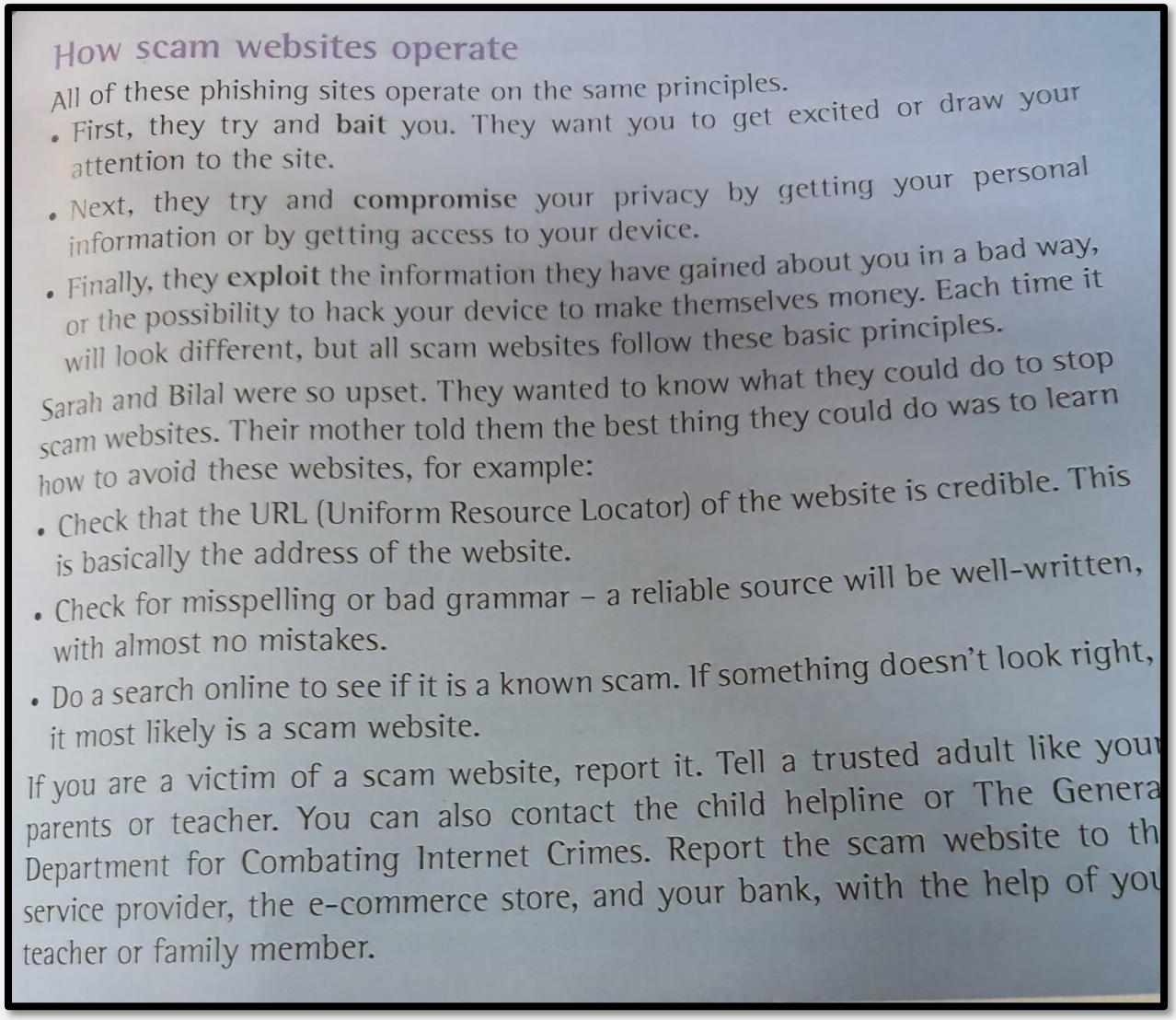
Learn

Going online often means visiting new websites and interacting with new people. You should be careful in these situations, just as you would in any new environment.

Scam websites

Sarah and her brother Bilal love to learn about fixing computers. While researching how to fix a problem with their laptop, they found a website with some information. While on the website a notice popped up saying they had won a free computer. All they had to do was pay for the shipping by giving the website their parents' credit-card details. They were so excited! When they told their mother about the prize, and what they needed to do to get the free laptop, their mother sat them down and told them the truth.

She explained that some websites are scam websites. These websites can be phishing websites that present fake situations that try and get your information. These types of websites include online shopping sites that never send you the correct items you bought, scareware websites that say your computer has a problem and you need to download something, or a "sweepstakes" scam that offers you a prize that never comes.



How scam websites operate

All of these phishing sites operate on the same principles.

- First, they try and **bait** you. They want you to get excited or draw your attention to the site.
- Next, they try and **compromise** your privacy by getting your personal information or by getting access to your device.
- Finally, they **exploit** the information they have gained about you in a bad way, or the possibility to hack your device to make themselves money. Each time it will look different, but all scam websites follow these basic principles.

Sarah and Bilal were so upset. They wanted to know what they could do to stop scam websites. Their mother told them the best thing they could do was to learn how to avoid these websites, for example:

- Check that the URL (Uniform Resource Locator) of the website is credible. This is basically the address of the website.
- Check for misspelling or bad grammar – a reliable source will be well-written, with almost no mistakes.
- Do a search online to see if it is a known scam. If something doesn't look right, it most likely is a scam website.

If you are a victim of a scam website, report it. Tell a trusted adult like your parents or teacher. You can also contact the child helpline or The Genera Department for Combating Internet Crimes. Report the scam website to th service provider, the e-commerce store, and your bank, with the help of you teacher or family member.

Lesson 4

How to deal with fake websites?

1) How do scam websites operate?

*First, they try and bait you. They want you to get excited or draw your attention to the site.

*Next, they try and compromise your privacy by getting your personal information or by getting access to your device.

*Finally, they exploit the information they have gained about you in a bad way, or the possibility to hack your device to make themselves money.

2) How can you avoid scam websites?

*Check that the URL (Uniform Resource Locator) of the website is credible. This is basically the address/link of the website.

*Check for misspellings or bad grammar - a reliable source will be well-written, with almost no mistakes.

*Search online to see if it is a known scam. If something doesn't look right, it most likely is a scam website.

3) What should you do if you are a victim of a scam website?

*Report it to a trusted adult like a parent or teacher.

*You can contact the child helpline or The General Department Combating Internet Crimes.

*Report the scam website to the service provider, the e-commerce store, or your bank, with the help of your teacher or family member.

1) Choose the correct answer:

1-You can check out (verify) websites using …….

a. personal opinions b. digital blogs c. the URL

2-The ……..indicates who owns this site.

a. protocol b. resource name c. file path

3-The …….. websites tell you that your computer has a problem and you should download a file.

a. sweepstakes b. scareware c. online shopping

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2) Put (✓) or (x):

1-All URLs are made up of two main parts. ( )

2-All scam websites follow the same basic principles, but in different ways. ( )

3-You should avoid accessing scam websites. ( )

Lesson 5
Intellectual property rights

Learn

Online content

It might be tempting to take the content you see online, and copy and paste it into your school report, but copyright law protects print and digital content. Copyright gives creators legal protection for the things they create.

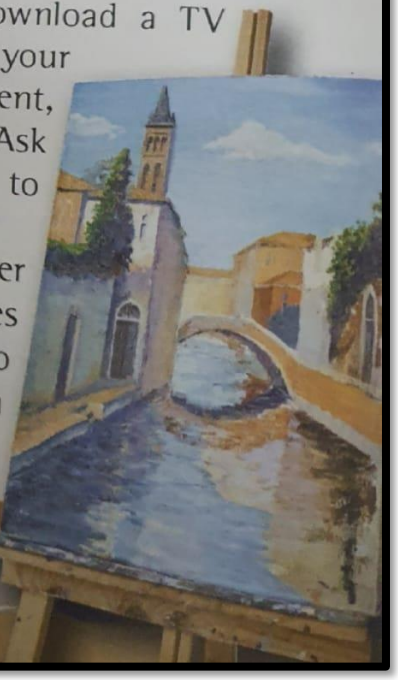
Copyright

The international symbol for copyright is the letter C with a circle around it. Copyright protects creators' work. Copyright laws cover many kinds of creations, including this book! Copyright also protects images, music, movies, games, computer software, and websites. The copyright for a website is usually at the bottom of the home page.

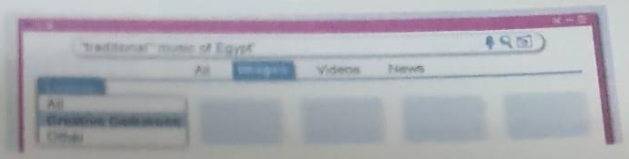
What is NOT covered by copyright?
- -works in the public domain
- -facts
- -discoveries
- -official documents such as laws
- -creative works whose owner has been dead for 50 years

You might be "using" copyrighted content if you download a TV episode on YouTube, or use someone else's artwork on your social media account. When you use copyrighted content, you should respect the creator's work and use it fairly. Ask for permission to use it, and attribute it (or give credit) to the creator.

Are there sources on the internet that do not fall under copyright? Sometimes the owner of a creative work gives permission to reuse his work at any time and any place, so we can use it freely; this is called "creative commons". In addition, Egyptian law gives freedom to use a creator's creative work 50 years after their death. Therefore, you should make sure to use creative work this applies to.



Written content



You should only use a small part of someone else's writing in a research paper. This might be a few words or a few sentences. There are two ways to use the writings of others: the first is to use the exact words as they are without change, and the second is to paraphrase ideas in your own style. In both cases, you must mention the name of the writers.

Images

Images are also protected by copyright. When you use an image, include the title, the artist or photographer's name, a link to the original image, and what kind of copyright it is protected by. If you don't want to get permission or buy images, you can make or take your own images instead.

Public domain and Creative Commons

Are there sources on the internet that do not fall under copyright?

Sources in the public domain and with Creative Commons reuse licenses can be used without a creator's permission. A Creative Commons reuse license means the creator has given permission for their work to be used anytime and anywhere. If you are searching for images online, you can filter your results to show only images with this license.

The public domain includes all creative works not covered by copyright law. In Egypt, creative works normally enter the public domain 50 years after the creator of the work dies.

Lesson 5

Intellectual property rights

1) What is the purpose of copyright laws?

*Copyright law protects both printed and digital content.

*Copyright gives creator's legal protection for the things they create.

2) What is not covered by copyright?

*Works in the public domain

*Facts

*Discoveries

*Official documents such as laws

*Creative works whose owner has been dead for 50 years

3) What are the two ways to use the writings of others?

*The first is to use the exact words as they are without change.

*The second is to paraphrase ideas in your style.

*In both cases, you must mention the name of the writers.

Lesson 5

1) Put (✓) or (x):

1-Copyright law protects both print and digital content. ( )

2-When using copyrighted images, you must not mention the link to the original version of the image. ( )

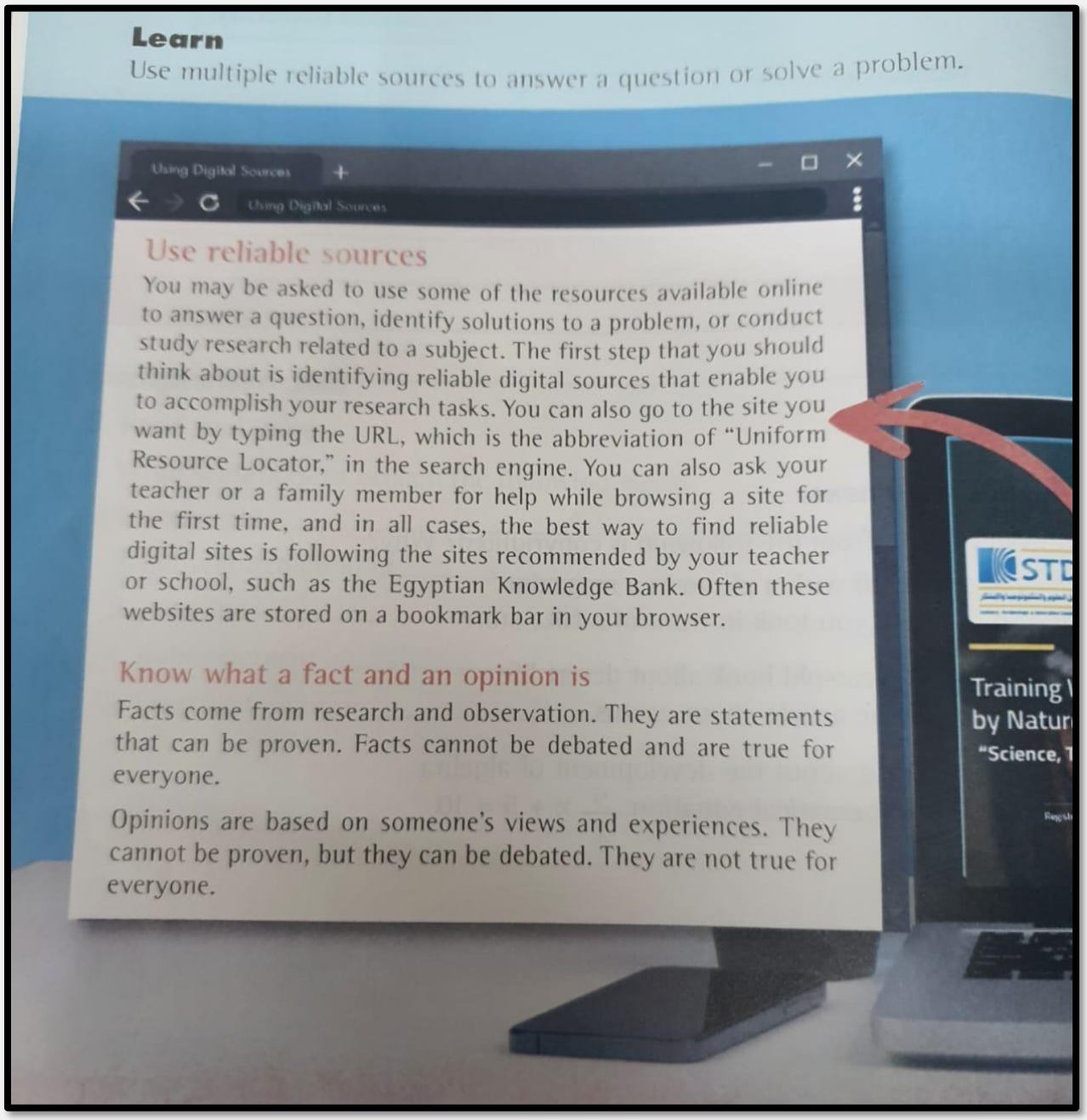
3- The international copyright symbol is the letter C with a circle around it. ( )

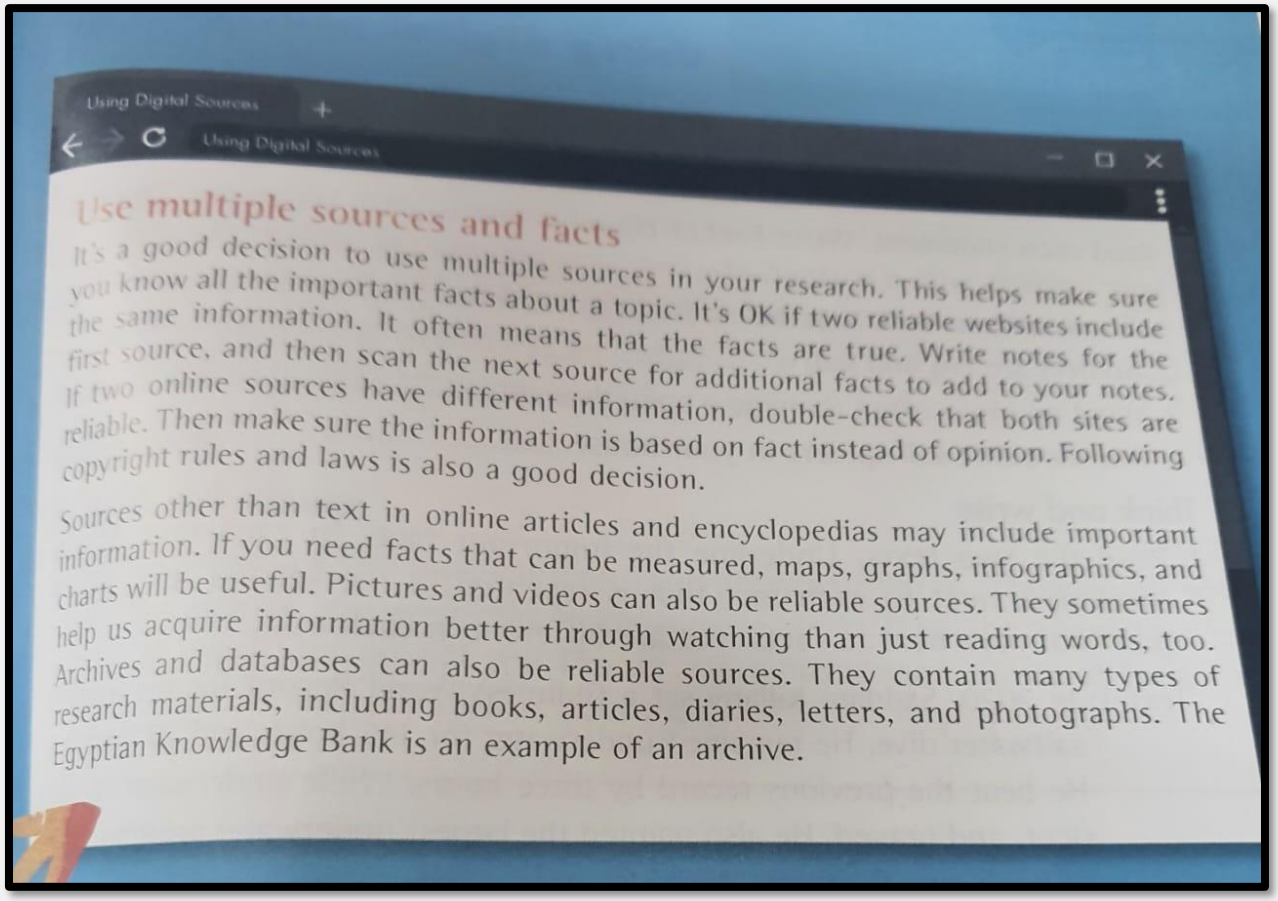
4- The creative works protected by copyright are the works that are classified as public property and facts. ( )

5- Creative Commons is that the owner of the creative work is given permission to reuse his work at any time. ( )

6-Website copyrights are usually shown at the bottom of the home page. ( )

Lesson 6
Using digital sources




Using Digital Sources
Using Digital Sources
Use multiple sources and facts
It's a good decision to use multiple sources in your research. This helps make sure you know all the important facts about a topic. It's OK if two reliable websites include the same information. It often means that the facts are true. Write notes for the first source, and then scan the next source for additional facts to add to your notes. If two online sources have different information, double-check that both sites are reliable. Then make sure the information is based on fact instead of opinion. Following copyright rules and laws is also a good decision.
Sources other than text in online articles and encyclopedias may include important information. If you need facts that can be measured, maps, graphs, infographics, and charts will be useful. Pictures and videos can also be reliable sources. They sometimes help us acquire information better through watching than just reading words, too. Archives and databases can also be reliable sources. They contain many types of research materials, including books, articles, diaries, letters, and photographs. The Egyptian Knowledge Bank is an example of an archive.

Lesson 6

Using digital sources

1) What are facts?

*Facts come from research and observations. They are statements that can be proven.

*Facts cannot be debated and are true for everyone.

2) What are opinions?

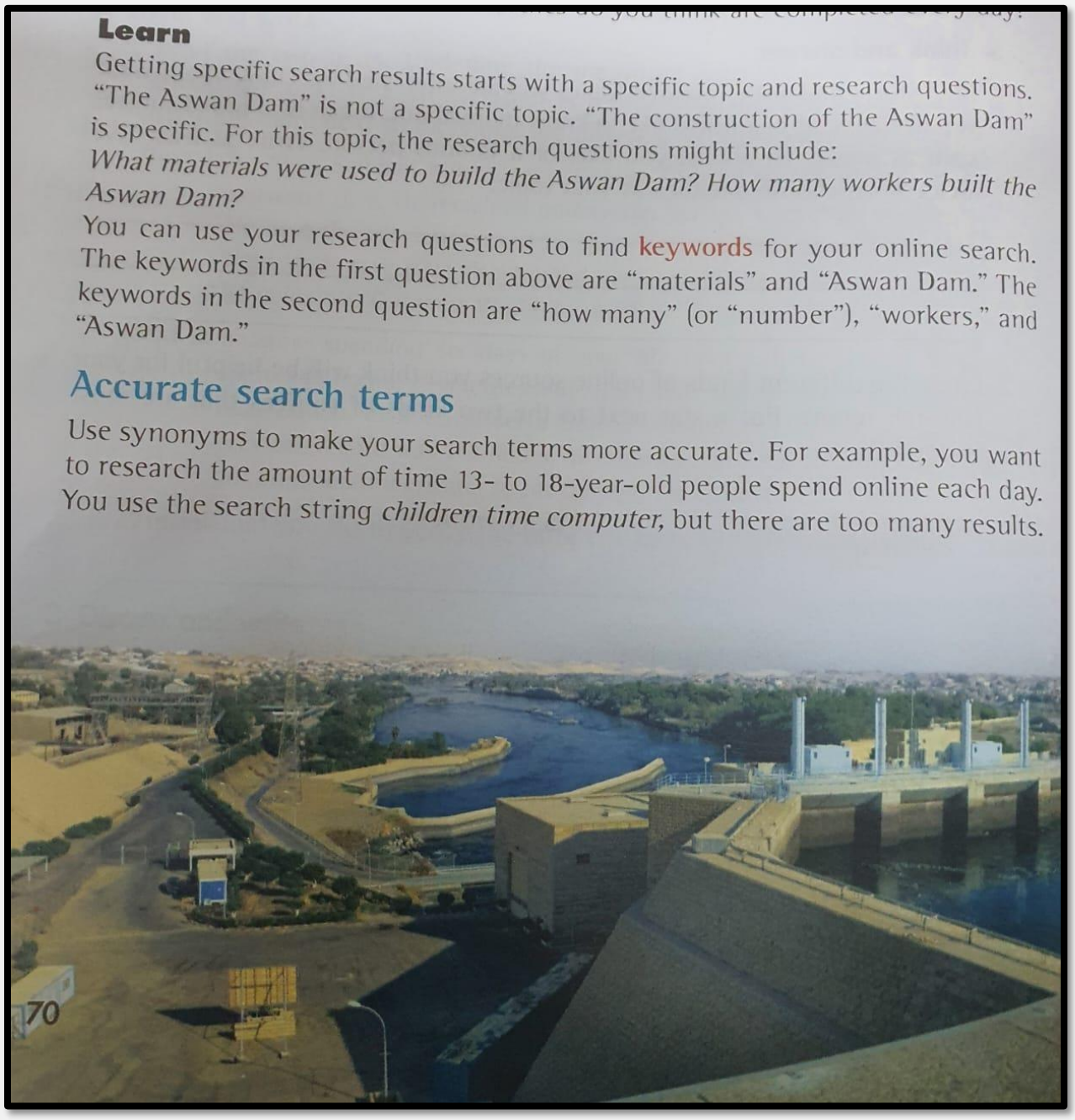
*Opinions are based on someone's views and experiences.

*Opinions cannot be proven, but they can be debated. They are not true for everyone.

3) What is the first step that you should think about when conducting a study research?

*Identifying reliable digital sources that enable you to accomplish your research tasks.

Lesson 7
Advanced searches



Learn

Getting specific search results starts with a specific topic and research questions. "The Aswan Dam" is not a specific topic. "The construction of the Aswan Dam" is specific. For this topic, the research questions might include:
What materials were used to build the Aswan Dam? How many workers built the Aswan Dam?
You can use your research questions to find keywords for your online search. The keywords in the first question above are "materials" and "Aswan Dam." The keywords in the second question are "how many" (or "number"), "workers," and "Aswan Dam."

Accurate search terms

Use synonyms to make your search terms more accurate. For example, you want to research the amount of time 13- to 18-year-old people spend online each day. You use the search string *children time computer,* but there are too many results.

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Changing the **search string** to *teenagers time online* will narrow the results. If you put the search string in quotation marks, your search will be narrowed even more, to only results with the exact terms in quotation marks.

Some **search engines** suggest keywords and similar searches. Search engines also have an **advanced searching tool** that helps you limit search results. You can use them to combine, or exclude, keywords or limit the results to specific domains such as .edu or .gov.

Boolean operators and search modifiers

AND – Results will include both terms. **Example:** video games and teenagers	" " – Results will include the exact terms. **Example:** "video games"
OR – Results will include either term. **Example:** child or teenager	( ) – Results prioritize what is in parentheses. **Example:** (video games) teenagers
NOT – Results will not include the terms. **Example:** video games not online	* – Results will include all forms of a word. **Example:** teen*

Search results

Scan the summary for each search result. Look for titles connected to your topic and keywords in bold. Scan for facts that answer your research questions. Choose the results that have many of these items. Then click on each possible source and skim the content. Look for titles, headers, and keywords that match your research topic and questions. Choose the sources with the best match.

Lesson 7

Advanced searches

1) What should we do to get specific search results?

By choosing a specific topic and research questions

2) What should you do for more accurate search terms?

Use synonyms to make your search terms more accurate.

3) What is the use of the AND operator in search?

Results will include both terms.

4) What is the use of the OR operator in search?

Results will include either term

5) What is the use of the NOT operator in search?

Results will not include the terms

6) What is the use of the " " modifier in search?

Results will include the exact terms.

7) What is the use of the ( ) modifier in search?

Results prioritize what is in parentheses.

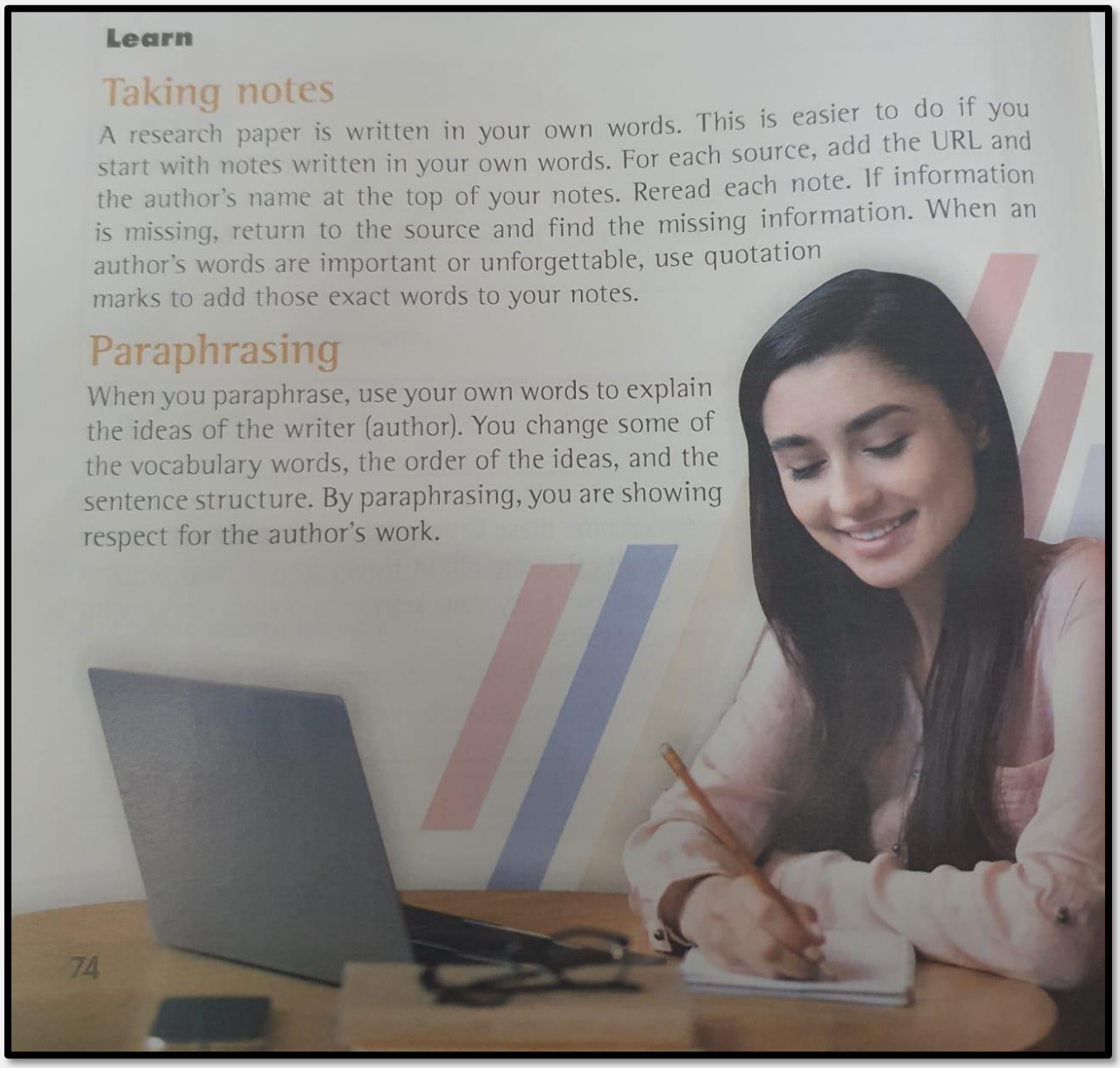
8) What is the use of the * modifier in search?

Results will include all forms of a word.

9)What is the main role of Boolean operators?

Boolean operators and search modifiers make search more accurate

Lesson 8
Documenting information appropriately



Learn

Taking notes

A research paper is written in your own words. This is easier to do if you start with notes written in your own words. For each source, add the URL and the author's name at the top of your notes. Reread each note. If information is missing, return to the source and find the missing information. When an author's words are important or unforgettable, use quotation marks to add those exact words to your notes.

Paraphrasing

When you paraphrase, use your own words to explain the ideas of the writer (author). You change some of the vocabulary words, the order of the ideas, and the sentence structure. By paraphrasing, you are showing respect for the author's work.

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Using quotes

Quotes support your ideas and arguments. When you include a quote, you state where the quote came from and why you are using it. You can use sentence starters to share this information.

In the article {article title} it said ...	This shows that ...
According to {author's name} ...	This proves that ...
{author's name} states ...	This illustrates ...

Citing sources

At the end of a research report, you list your sources on a Works Cited page. Because websites change, some online sources include a permalink to use as the cited web address. This is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location. Look for a "share" or "cite this" button to find the permalink. You can ask your teacher for help to view one of these hyperlinks.

When you cite a source, you should use the following method:
Put the citations in alphabetical order by the author's last name or the title of the article, if there is no author. Then give the source, the date, and the URL.

▶ Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved August 12, 2022, https://arab.news/pwhre

For a YouTube video, use the uploader as the author, the date, the video title followed by the word "video", the site name, and the URL.

▶ RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/watch?v=yH5SVlgN_gY

Lesson 8

Documenting information appropriately

1)How to search an online source by keyword?

Type CTRL + F and enter the term in the search box

The keyword will be highlighted everywhere it appears on the page

2)When you cite a source, what method should you use?

Put the citations in alphabetical order by the author's last name or the title of the article, if there is no author. Then give the source, the date, and the URL.

For a YouTube video, use the uploader as the author, the date, the video title followed by the word "video", the site name.