# Unit 3. Using Collaborative Technologies

**Stay Safe and secure when using collaborative technology**

* 1. **I can take appropriate steps to avoid risks when working with collaborative technologies including complying with guidelines**

I can take routine precautions such as using nick name , not using personal information , staying anonymous on-line, keeping passwords secure, follow acceptable use policies. I can achieve working outcomes through following accepted guidelines for health and safety. With respecting copyright.  General behaviour and actions should show due regard for risk, including cooperative ehaviour .