# Unit 3. Using Collaborative Technologies

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

**3.1.5 I can identify and respond to inappropriate content and behaviour**

Candidates should be familiar with general techniques and understand the practicalities of any acceptable use policy. They should not send out e-mail or other communications without verifying the content . They should know how to block ads , pop-ups , unwanted web sites in a web browser, unwanted e-mail (spam) and recognise and ignore potential malware. In significant cases they should contact someone in authority with a high level of IT experience who they can trust to make the right decision. All attempts to arrange physical meetings with young people on the strength of an internet contact should be treated as important enough to inform a responsible knowledgeable adult. Any attempt to break into networks or find out and use other people's identity , personal data and passwords should be treated as serious inappropriate behaviour.