

O'LEVEL DISCUSSION SOLUTIONS

PAPER 1 (840_1) - SET 1

ITEM 1

To ensure a successful and cultural festival at Kibuku High School, the cultural club will need to acquire and set up a variety of ICT tools. Below is my detailed write-up on the necessary ICT tools that could help them organize event and the best practices for keeping them secure and well-maintained for future use.

1. **Desktop Computer or Laptop:** The computer will be used by the club members as a central workstation for the Cultural Club. It will be used to prepare and manage presentations, edit videos, and organize online content. During the festival, it will also facilitate live streaming performances, create digital galleries of event photos and videos, and coordinate all digital activities smoothly.

***Maintenance:** Install and regularly update reputable Antivirus software like Kaspersky to prevent virus infections, Keep the operating system and all applications up to date to improve performance and finally always shut down properly to avoid hardware damage and data corruption.*

2. **Smart Screens/Projector:** The projector will be used to display presentations, videos, and live streams on large screens for the entire audience in attendance to see clearly. This enhances visual engagement, making performances and event information accessible to everyone present, even those farther from the stage.

***Maintenance Measure:** After use turn it off and allow it to cool down, put it in its box/bag or cover it to protect it from dust and humidity.*

⇒ Clean the projector regularly and use appropriate cleaning solutions and soft cloths to clean lenses and screens to avoid scratches.

3. **Speakers & Microphones:** Microphones will capture the voices of presenters and performers, feeding them into the sound system to amplify the audio for the live audience. Speakers will broadcast this sound clearly across the venue, ensuring everyone can hear clearly.

***Maintenance:** Dust speakers and microphones regularly with soft cloths, avoid setting volume levels too high to prevent damage and distortion and for wireless microphones regularly check and replace batteries to ensure consistent performance.*

4. **Internet Connection (Wi-Fi):** The internet provides the necessary online access to stream live performances via platforms like YouTube or Facebook Live. It also allows uploading photos and videos during the event, sharing updates, and engaging online audiences, including the diaspora following the event remotely.

***Maintenance:** Secure the Network by use strong passwords to prevent unauthorized access. And limit unnecessary device connections during critical live events to ensure sufficient bandwidth to make it fast.*

5. **Digital and Video Cameras:** These will be used to capture high-quality photos and videos of performances, speeches, and key moments. These recordings will help create online galleries, promotional materials, and memories that can be shared long after the event.

***Maintenance Measure:** Clean the lens regularly, store the cameras in protective cases in cool-dry places and finally handle them with care to avoid drops or impacts.*

6. **Presentation Software (such as MS PowerPoint, Google Slides):** Ms powerpoint helps the club members prepare engaging visual presentations about the performances, art exhibits, or event schedule. These slides can be projected onto screens during the event to inform and entertain the audience and support performers.

***Maintenance:** Keep the software updated to access new features and security patches. Also scan for malware before opening.*

7. **Online Streaming Platforms (YouTube, Facebook Live, Zoom):** these platforms will help the club to broadcast live performances and event segments to remote viewers, including the diaspora community. This broadens the festival's reach and allows those who cannot attend physically to participate in real-time.

***Maintenance Measures:** keep the streaming app or platform updated and also use strong passwords and enable two-factor authentication.*

8. **Online/Cloud Storage Services (Google Drive, Dropbox):** This serves as digital space for storing and sharing event photos, videos, and documents. This ensures easy access for future reference, creating an online gallery of the festival and safeguarding important content.

***Maintenance:** Regularly review and delete unnecessary files to optimize storage space, keep files well-organized with clear naming conventions and then manage sharing permissions to prevent unauthorized access.*

9. **Website:** Acts as the official online hub for the festival. It helps promote the festival before, during, and after the event, making it memorable and accessible for years to come. It can provide event details, schedules, live links to streaming and photo galleries.

***Maintenance:** Install security plugins, use strong passwords, and keep the platform updated. And also schedule regular backups of website data.*

In conclusion, if the cultural club can get the above ICT tools, they will conduct a successful cultural music, dance and drama festival and if they can practice the maintenance measures as explained above they will keep the tools safe for future use.

Or:

In summary, I recommend that the club members schedule regular cleaning and check-ups for devices, update software to ensure optimal performance. Implementing these maintenance practices will ensure the ICT tools remain functional, secure, and ready for future events.

ITEM 2

Nb. When responding to this task, try to bring out the measure, the stakeholder and the stakeholder's role.

The management of Minerva City Council Office should implement a range of measures to effectively manage the accumulation of unusable ICT equipment, as well as to address the health and discomfort issues experienced by staff. The following write-up outlines various approaches to e-waste management, identifies potential health risks faced by staff, and suggests strategies to mitigate these concerns, thereby promoting a safer and healthier working environment.

1) **Recycling:** The office should partner with certified e-waste recycling companies such as *EnviroSource* or other licensed recyclers. These facilities will safely sort and recover valuable materials like copper, gold, and plastics from obsolete devices. Recovered materials can then be used as raw materials for manufacturing new electronics, ensuring harmful substances are properly disposed of and environmental contamination is minimized.

2) **Reuse/Repurpose:** The office should collaborate with authorized repair shops or refurbishment centers to repair and extend the lifespan of still-functional ICT equipment. Components such as hard drives, RAM modules, or screens can be salvaged and reused in other devices or used to repair existing machines. Surplus or non-functioning devices can be repurposed as teaching aids or training tools in educational programs. Additionally, refurbished equipment can be donated to under-resourced schools or community groups.

3) **Proper Disposal (Use of Licensed E-Waste Landfills):** For equipment containing hazardous chemicals the office should engage licensed e-waste transporters to safely carry the obsolete devices to gazetted e-waste landfills managed by authorities like NEMA. This ensures compliance with environmental and health regulations, preventing soil and water contamination.

4) **Incineration and acid bath:** For hazardous components that cannot be safely recycled, the office can work with licensed e-waste handlers to transport such waste to specialized incineration plants where controlled burning occurs at high temperatures (900°C to 10,000°C). In some cases, hazardous parts may be dissolved using acids under strict safety precautions to prevent environmental release of toxic substances.

5) **Take-back Programs (Extended Producer Responsibility - EPR):** The office can establish partnerships with manufacturers, retailers, or recycling companies that offer take-back programs. These programs enable the return of old or obsolete ICT equipment, which manufacturers can refurbish, recycle, or safely dispose of, thereby promoting environmentally responsible product lifecycle management.

6) **Refuse/Reduce:** The office should adopt policies to avoid purchasing unnecessary or short-lived ICT gadgets. Instead prioritize acquiring durable, energy-efficient devices

with longer warranties that can serve the organization for an extended period. This reduces the volume of e-waste generated and conserves resources by minimizing frequent replacements.

7) **Donations:** The office should identify functional or repairable ICT equipment suitable for donation. Partnering with NGOs, government agencies, or educational institutions can help distribute these devices to underserved communities, schools, or organizations that lack access to modern technology, thereby extending the usefulness of functional equipment and reducing waste.

8) **Refurbishment and Repair:** The office can engage certified repair shops or refurbishment companies to fix broken equipment such as replacing screens, batteries, or upgrading software rather than discarding them. Repaired devices can be resold or donated, which prolongs their life cycle and reduces the accumulation of e-waste.

9) **Awareness and Education:** To promote responsible e-waste management, the office should conduct staff training sessions and distribute guidelines on proper handling and disposal of ICT equipment. Raising awareness about environmental impacts and safe disposal practices encourages a culture of responsibility hence reducing unsafe disposal and promoting sustainability.

These approaches will help Minerva City Council Office effectively manage outdated and unused ICT equipment, improve safety, reduce environmental impact, and promote sustainable practices within the organization.

Having dealt with the unusable computer equipment, here is the detailed measures of managing ill health and discomfort.

- 1) **Eye Strain.** This is the discomfort or tiredness in the eyes caused by incorrect screen position or brightness /glare from the screen. **It can be solved by** adjusting screen brightness and contrast to comfortable levels or use of anti-glare screens/glasses.
- 2) **Back Pain.** This is the discomfort or pain felt in the back area, often resulting from poor sitting posture (poor ergonomic setup). Back pain is **mitigated by** maintain a good sitting posture by use of an ergonomic chair that supports the lower back. Keep the back straight and shoulders relaxed and sit with feet flat on the ground and knees at a 90-degree angle.
- 3) **Neck Pain.** This is the pain felt in the neck area, often caused by improper monitor height (screen or monitor positioned too high or low). **Solve this by** positioning the monitor at eye level to avoid craning the neck forward.
- 4) **Headache.** This is the throbbing in the head caused by poor posture and tension or extended periods of working without breaks. **It can be solved by** staying hydrated (taking water) and take regular breaks.
- 5) **Repetitive Strain Injury (RSI).** This is the pain or Injuries caused by repetitive movements, such as typing or mouse use, for long durations without rest. **It can be solved by** use of ergonomic keyboards and mice or practice hand and finger exercises.

- 6) **Wrist Pain.** This is the discomfort felt in the wrist area, often due to poor wrist positioning during typing or mouse use. **This can be mitigated by** use of wrist rests, keep wrists in a neutral position or take regular breaks to stretch wrists and hands
- 7) **Fatigue.** A feeling of tiredness or lack of energy often resulting from long periods of mental or physical exertion without adequate rest. **This can be solved by** taking regular breaks and stretch or getting enough sleep.
- 8) **Dizziness.** Feeling lightheaded or unsteady resulting from inadequate ventilation, dehydration or sudden head movements. **It is solved by** ensuring good ventilation and lighting in the room or take regular breaks and move around.
- 9) **Insomnia.** This is a sleep disorder characterized by difficulty falling or staying asleep. It is caused by excessive screen time before bedtime. **This is mitigated by** avoidance of screens at least 1 hour before bedtime and Creation a relaxing bedtime routine.
- 10) **Deep Vein Thrombosis (Blood Clots in Veins).** This is the formation of blood clots in deep veins, usually in the legs, often due to prolonged immobility during long periods of sitting. **This can be solved by** use footrests or wear compression stockings if advised, and perform leg exercises regularly.
- 11) **Techno Stress/Depression.** **This is a** Mental health issue characterized by feeling of pressure or anxiety due to excessive use of technology or work-related stress. This can be **mitigated by** setting boundaries for screen time or take regular breaks and engage in offline activities.
- 12) **Obesity.** **This is an** excessive body weight caused by a sedentary lifestyle due to prolonged sitting and inactivity. **This can be solved by** participating in regular physical activity or exercise.
- 13) **Skin Cancer.** A type of cancer that develops in skin cells, often caused by excessive exposure to UV rays from screens or lighting, especially if working near windows or with bright lighting. **Solve this by** use window filters or screens to block UV rays.

In conclusion, I recommend all computer users to maintain an ergonomic workspace, take frequent breaks of 5–10 minutes every hour, engage in physical exercises routinely, practice good posture and eye care, stay hydrated (take water frequently) and manage stress effectively. Implementing these measures can significantly reduce health risks associated with prolonged computer use.

ITEM 3

The school administration should handle the obsolete/useless ICT gadgets in a number of ways. And the write up below therefore explains a number of e-waste management approaches, the likely negative effects of e-waste on the environment and human health if not properly managed.

In this case we shall bring back all the health and e-waste management measures explained in **ITEM2** above.

TAKE NOTE: instead of referring to the office this time refer to **the school (or the school administration)**

E-waste has significant negative impacts on the environment, human health and economy. And improper disposal of e-waste releases toxic substances into the air, water, and soil, leading to pollution and health problems as indicated below.

Environmental Consequences

1. **Soil Contamination:** Toxic substances like lead, mercury, and cadmium can leach into the soil, harming plants and microorganisms.
2. **Water Pollution:** Chemicals from e-waste seep into groundwater or surface water, affecting drinking water and aquatic life.
3. **Air Pollution:** Informal e-waste recycling involves burning components, which releases harmful dioxins and furans into the air.
4. **Loss of Resources:** Valuable metals like gold, silver, and rare earth elements are lost when e-waste is dumped.

Human Health Consequences

1. **Toxic Exposure:** Informal workers often handle e-waste without protection, exposing themselves to lead, mercury, arsenic, and flame retardants.
2. **Respiratory Issues:** Burning plastics releases toxic fumes that can cause breathing problems and long-term lung damage.
3. **Neurological Damage:** Heavy metals like lead and mercury can cause severe neurological issues and mercury can affect brain development especially in children.
4. **Cancer Risk:** Persistent organic pollutants (POPs) from e-waste are linked to various types of cancer.

Economic Consequences

1. **Loss of Recoverable Materials:** E-waste contains precious metals—poor recycling leads to economic loss.
2. **Health Costs:** Treating diseases caused by toxic exposure strains public health systems.
3. **Cleanup Costs:** Cleaning up polluted sites is expensive and resource-intensive.

ITEM 4

For Sarah to apply for the teaching position online at EducatorPlus Academy, she will need ICT tools such as a computer, a scanner, internet connection and a web browser like Microsoft Edge or Google Chrome. And to successfully access an online application form from the company's website, filling it out electronically, scanning her certificates and transcripts, and uploading all the required documents back to the website at <https://www.educatorplus.edu>, here are procedures she can follow;-

Step1: Connect and turn on the devices

- Turn on the computer.
- Connect the scanner to the computer and switch it on.

Step2: Scan and Save the academic documents

- Using the scanner, scan the academic certificates and transcripts and save them as a pdf on the computer.

Step3: draft the application letter.

- Open a word processor like Ms word.
- Type the application letter, edit, format and save it as a pdf on your computer.

Step4: Access the school Website

- Access internet connection or connectivity.
- Launch/Open an internet browser (such as Google Chrome, Mozilla Firefox, or Microsoft Edge).
- In the search bar(address bar), type the url: <https://www.educatorplus.edu> to access the school website.

Step5: Downloading the Application Form

- On the website, find the section labeled “Application Forms” or similar.
- Locate the relevant form for the teaching position.
- Click on the form link or button for download to **download** it to your computer. The form will usually be in a PDF format.
- Access the form from the folder of “downloads” in the file explorer of your computer.

Step 6: Fill Out the Application Form

- Open the downloaded form using a PDF reader like Adobe Acrobat Reader.
- Carefully fill in all required fields with accurate information.
- Save the completed form on your device (e.g., “Sarah_Application_Form.pdf”).

Step 7: Upload Your Documents

- Return to the application portal on the website.
- Look for the “Upload Documents” or “Submit Application” section.
- Follow the prompts to upload each document:
- Click “Browse” or “Choose File.”
- Select the corresponding file from your folder.
- Repeat for all required documents.

Step 8: Complete the Submission

- Fill in any additional information required.
- Double-check all entered data and uploaded files.
- Submit your application by clicking the “Submit/ send” button.
- Wait for the confirmation message of sent and print it as proof of application.

In summary, if sarah can get the above ICTs and follow the step-by-step procedures I have described she will be able to access the online form, download it, fill it, scan the academic documents and submit them to <https://www.educatorplus.edu> successfully.

ITEM 5

To access the report following the file path given, the junior assistant will need a computer, printer and word processor like MS word. Below is a step-by-step guide he can follow to locate, verify and print the document successfully from Mr. Kamau's computer.

Method1 (steps/stage/phases)

Step 1: Turn on the devices (Computer and printer)

- Power on the computer.
- Log in to a user account with appropriate credentials.
- Connect the printer to the computer and turn it on.

Step 2: Open File Explorer

- Click on the **File Explorer** icon on the taskbar (it looks like a folder).
(Alternatively, press **Windows key + E** on the keyboard to open File Explorer directly).
- Click on “**This PC**” tool to access the local disk drives.

Step 3: Navigate to the File Path

- Locate drive D from the list of local drives and open it.
- Locate the main folder “HospitalRecords” and open it.
- Open the subfolder “PatientReports” to access the file ReportMarch2025.docx.

Step 4: Verify the Document

- Open the report file **ReportMarch2025.docx** (should open in Microsoft Word automatically).
- Review the document briefly to verify it's the correct report.

Step 5: Print the Document

- With the document open, click on “**File**” menu in the top-left corner of Word window.
- Select **Print** from the dropdown menu.
 - In the print settings window, choose the correct printer from the drop-down list and set the number of copies if needed.
- Click the **Print** button to start printing the report.

Step 6: Confirm and Exit

- Wait for the document to print completely.
- Close the Word document by clicking the close (**X**) button at the top-right corner.

In conclusion, if the junior assistant can follow those steps, he will successfully perform the assignment. However, he should **ensure that the printer is turned on and has enough paper and ink before printing**

Method2 (procedures)

- 1) Power on the computer.
- 2) Log in to a user account with appropriate credentials.
- 3) Connect the printer to the computer and turn it on.
- 4) Click on the **File Explorer** icon on the taskbar (it looks like a folder).
(Alternatively, press **Windows key + E** on the keyboard to open File Explorer directly).
- 5) Click on “**This PC**” tool to access the local disk drives.
- 6) Locate drive D from the list of local drives and open it.
- 7) Locate the main folder “HospitalRecords” and open it.
- 8) Open the subfolder “PatientReports” to access the file ReportMarch2025.docx.
- 9) Open the report file **ReportMarch2025.docx** (should open in Microsoft Word automatically).
- 10) Review the document briefly to verify it’s the correct report.
- 11) With the document open, click on “**File**” menu in the top-left corner of Word window.
- 12) Select **Print** from the dropdown menu.
- 13) In the print settings window, choose the correct printer from the drop-down list and set the number of copies if needed.
- 14) Click the **Print** button to start printing the report.
- 15) Wait for the document to print completely.
- 16) Close the Word document by clicking the close (**X**) button at the top-right corner.

PAPER 1 (840_1) - SET 2

ITEM 1

All those tasks to be performed successfully, Mrs. Achieng will need a number of ICT tools and the write-up below describes clearly those ICTs and ways of how they can be maintained to ensure their longevity.

1. **Desktop computer/ laptop.** This is the main tool for managing the database, creating documents and presentations, storing multimedia records, and accessing software applications like MS Word, PowerPoint, and Access. It acts as the main platform for all office activities.
2. **Printer.** Mrs. Achieng will use it to produce hard copies of reports, approval forms, notices, or meeting agendas for use during community activities or meetings.
3. **Scanner.** This will help Mrs. Achieng to convert signed approval forms or handwritten documents into soft copies to be stored on the computer. It can also be used to digitize community records for safekeeping or sharing.
4. **Digital Camera.** The camera will help her to capture multimedia records such as photographs of community events, meetings, or leaders' signatures. These images can be stored digitally, included in reports, or uploaded online.
5. **Database Software such as MS Access.** This application is useful for creating, updating, and managing the community database. Therefore, it will help Mrs. Achieng to keep organized records, search for specific members, and generate reports with ease and efficiently.
6. **Word processor like MS Word.** Mrs. Achieng will use this application suitably for preparing official reports, letters, notices, and agenda documents for the community meeting. She can also prepare approval forms or memos for the community leaders.
7. **Presentation software like MS PowerPoint.** It's used to prepare visual presentations for the community meeting. Mrs. Achieng can create slideshows that highlight key points, community achievements, or plans to share during the meeting.
8. **Projector.** The projector will be used to display the visual presentations on large screen during the community meeting so that all the members attending the meeting can see clearly.
9. **Speakers and Microphones (Public address system).** The speakers and microphones will amplify the presenter's voice, ensuring that everyone in the meeting can hear clearly. They will also be used to play sound of the multimedia support in the presentations.

Mrs. Achieng can practice the following maintenance measures to ensure the longevity and proper functioning of her ICT tools:

1. **Use Antivirus and Security Software.** Maintain updated antivirus software like Kaspersky or Windows Defender on the computer/laptop to protect against malware and viruses that could corrupt community records or software applications like MS Word, MS Access, and MS PowerPoint.
2. **Protection against Dust and Water.** Use dust covers and waterproof covers for the computer/laptop, printer, scanner, projector, and speakers when not in use, especially if the office environment is dusty or prone to water splashes.
3. **Power Protection.** Use surge protectors and power stabilizers to connect all electronic devices (computers, printers, projectors, microphones, speakers) to safeguard against power surges and fluctuations. In addition use the Uninterruptible Power Supplies (UPS) for critical devices like the computer and projector to allow safe shutdown in case of power outages, preventing data loss and hardware damage.
4. **Routine Maintenance and Servicing.** Perform regular servicing for the computer, printer, scanner, and projector which involves cleaning internal components, check wiring to maintain optimal performance. It also involves updating software applications like MS Word, MS Access, and PowerPoint to ensure compatibility and security.
5. **Proper Shutdown Procedures.** Switch off devices when not in use to conserve energy and prolong hardware life. Allow projectors and other devices to cool down before packing to prevent overheating and bulb damage.
6. **Remove the battery.** Remove batteries from cameras, microphones and wireless devices when not in use to prevent leakage, corrosion, and drain. Charge batteries appropriately and replace them when they no longer hold charge effectively.
7. **Proper Mounting and Placement.** Mount projectors safely on sturdy stands or ceilings to prevent accidental falls or damage during and after presentations. For microphones and speakers position them on stable surfaces to prevent falls too.
8. **Keep Devices in Safe & Designated Storage areas.** For the laptop, projector, microphone and other tools should be locked in cabinets or designated storage rooms when not in use to prevent theft, accidental damage, or misplacement.

In summary, using the above tools effectively will help Mrs. Achieng handle her tasks successfully and if she follows the above measures she will keep the ICTs well for a long period of time.

ITEM 2

TAKE NOTE:

- Give a suitable introduction and conclusion, use the previous items and borrow the ideas of introductions and conclusions.
- For the part of health risks and e-waste use the ideas in SET1.

However, for internet abuse here is the approach.

Here is a detailed explanation of common internet abuses faced by people who spend a long time on the computer using the internet, along with their causes/consequences, and mitigation measures:

1. Malware and Viruses

Causes and Consequences: Downloading files from untrusted sources, visiting malicious websites and opening infected email attachments. All these can lead to data loss or corruption, Slow or malfunctioning of the devices (computer) and unauthorized access or control over devices.

Mitigation Measures: Install and update antivirus software, avoid downloading files from unknown sources, keep operating systems and applications updated and finally backup important data regularly.

2. Exposure to Inappropriate Content(pornography)

Causes and Consequences: Lack of content filtering, unsuitable websites or videos accessible to minors and users intentionally seeking harmful content. These can lead to moral degeneration in young age and psychological harm or trauma.

Solutions: Use parental controls and content filters, educate children about safe internet use, monitor online activity regularly and finally report inappropriate content.

3. Phishing and Scams

Causes and Consequences: Fake emails or websites mimic legitimate ones to steal personal details, users may not recognize suspicious links or messages and desire for quick money or benefits leads to risky behavior. These can lead to loss of money or personal data, identity theft and unauthorized access to bank accounts or social media.

Mitigation Measures: Use security software and enable two-factor authentication, avoid clicking on suspicious links or attachments, verify website URLs before entering personal info.

4. Privacy Violations and Data Theft

Causes and Consequences: Sharing too much personal information online, weak or reused passwords and data breaches from insecure websites can lead to unauthorized use of personal information, financial loss or identity theft and damage to reputation.

Mitigation Measures: Use strong/unique passwords, limit sharing personal details, enable privacy settings on social media and be cautious when granting app permissions.

5. Cyber bullying and Harassment

Causes and Consequences:

Anonymous online platforms encourages aggressive behavior, social media and messaging apps make it easy to send hurtful messages leading to emotional distress, anxiety, depression and in severe cases, suicidal thoughts or actions.

Solutions: Use privacy settings to restrict access to such platforms, block or report abusive users and finally seek support from trusted friends or counselors.

6. Online Addiction

Causes and Consequences: Excessive use of social media, games, or streaming platforms, use of the internet as an escape from real-life problems and lack of self-control

or awareness can lead to reduced productivity and academic performance, neglected personal relationships and health issues like eye strain or poor posture.

Mitigation Measures: Set time limits for internet use, engage in offline activities and hobbies, take regular breaks (follow the 20-20-20 rule) or seek support if feeling overwhelmed.

In conclusion, prolonged internet use exposes users to various abuses. Understanding their causes and consequences helps in adopting effective mitigation measures to stay safe online.

ITEM 3

TAKE NOTE:

- Give a suitable introduction and conclusion, use the previous items and borrow the ideas of introductions and conclusions.
- For the part of health risks and e-waste use the ideas in SET1.

However, To help prevent the **social and economic problems** caused by unsafe internet use such as data loss, fraud, and identity theft, the community members are encouraged to follow the safety practices below.

1). Avoid sharing personal information online. Do not post or send private details such as your national id number, bank details, passwords, or location. Be careful with what you share on social media or unknown websites.

2).Use strong and unique passwords: Do not share your password to anyone, and regularly change it to avoid access by unauthorized users. Do not use a password that can easily be guessed e.g your year of birth.

3). Install and Update Antivirus Software: Use reliable antivirus software to detect and remove threats. Keep it updated to protect against new viruses and malware .

4). Enable Two-Factor Authentication (2FA): For your bank and other sensitive accounts, enable 2FA to add an extra layer of security.

5). Log out and clear browsing history: Always log out of accounts after use, especially on shared or public devices. Clear browsing history, cookies, and saved passwords to protect your privacy.

6) Limit screen time and use internet purposefully: Avoid spending long hours online, especially on unproductive sites. Encourage youth to use the internet for learning, skill-building, and career growth not just entertainment.

7) Report suspicious activity: Report online scams or abuse to the uganda communications commission (ucc) or police. Inform your contacts if your account has been hacked.

ITEM 4

For Mausio to create and use an email to submit his assignment to Dr. Okello's email, he will need ICTs like a computer, internet Email service provider like Gmail, Yahoo, Outlook and web browsers (like Mozilla Firefox) among others. Below are the steps he can follow to accomplish the tasks successfully.

Phase1. Create an Email Account

- 1) Open your internet browser.
- 2) Type the URL **<https://mail.google.com/>** to access Gmail (or visit any other email provider).
- 3) Click **Create account** or **Sign up**.
- 4) Fill in the required information like First and Last name, desired email address (e.g. **mauso23@gmail.com**), Password (choose a strong password) and other details as prompted (phone number, date of birth, etc.)
- 5) Follow the instructions to verify your account (it may involve entering a code sent to your phone).
- 6) Once registration is complete, you will be logged into your new email account.

Phase2. Sign in to Your Email Account

- 1) With the web browser still open, create a new tab by clicking on the (+) sign on the page title bar.
- 2) In the search bar, enter “gmail.com” to access login page.
- 3) Enter/type your email address and password.
- 4) Click on **Sign in** to access your email account.

Phase3. Compose and Send the Email with Attachment

- 1) Once logged in, click on the **Compose** button.
In the “**To**” field, type Dr. Okello’s email “**okelloosimon@gmail.com**”.
- 2) In the **Subject** field, a simple description of what the message is all about e.g “**Ecosystem Adaptation Assignment.**”
- 3) In the body of the email, you can write a brief message, such as:
"Dear Dr. Okello, please find my assignment attached. Thank you."
- 4) Click the **Attach button** (usually a paperclip icon).
- 5) A window will appear, click on select file and navigate to your desktop and find the assignment file, select it, and click **Open**.
- 6) Wait for the file to upload, it will be attached at the bottom of the email
- 7) Finally click on **Send** to submit the email.
- 8) Wait for the confirmation message of sent or verify by checking your Sent folder to prove whether the email was delivered successfully.

In conclusion, if Mr. Mausso can get the above ICTs and follow the procedures I have described he will be able to create and use an email to send the assignment successfully.

ITEM 5

To transfer photos from a digital camera to the desktop computer in the computer laboratory and also to upload the video on the school’s youtube channel

successfully, the following tools should be in place; computer, the camera itself, internet and mozilla firefox/google chrome or any other web browser.

To transfer photos from a digital camera to the desktop computer here are Step-by-step procedures:

Method1;

1. **Turn on the computer.**
2. **Turn off the camera** (if necessary) and connect it to the computer via USB port.
3. **Open File Explorer** and click on “ This PC” tool.
4. **Locate the camera storage from** the list of a removable drives or a specific device name.
5. **Open the drive** to view the contents, typically stored in a folder named “DCIM” which contains the photos.
6. **Select the photos** you want to transfer by clicking on them.
7. **Copy the photos** by right-clicking and choosing “Copy” or pressing ‘Ctrl+C’
8. **Navigate to the desired folder** on the desktop computer where you want to save the photos (for example, a folder named “Party Photos”).
9. **Paste the photos** into the folder.
10. **After eject or disconnect the camera.**

Method2;

1. **Turn off the camera** (if necessary) and remove the memory card (usually an SD card) from the digital camera.
2. **Insert the memory card** into the computer’s card reader slot if available. If your computer does not have a built-in card reader, then use an external card reader connected via USB.
3. **Open File Explorer** and click on “ This PC” tool.
4. **Locate the memory card** in the list of drives. It may appear as a removable disk or a specific device name.
5. **Open the drive** to view the contents, typically stored in a folder named “DCIM” which contains the photos.
6. **Select the photos** you want to transfer by clicking on them.
7. **Copy the photos** by right-clicking and choosing “Copy” or pressing ‘Ctrl+C’
8. **Navigate to the desired folder** on the desktop computer where you want to save the photos (for example, a folder named “Party Photos”).
9. **Paste the photos** into the folder. And after **remove the memory card** from the computer or card reader.

Here are the steps (procedures) one can follow to upload the video to the school U-tube channel (<https://www.ikipolsecondary.ac.ug/u-tube>)

1. Power on the computer and ensure it is connected to the internet.
2. Launch / open a web browser (such as Mozilla Firefox, Google Chrome, or Microsoft Edge).
3. Open a web browser **on your computer** and go to the school's U-tube channel: <https://www.ikipolsecondary.ac.ug/u-tube>.
4. Log in to the U-tube account using your official school credentials (username and password). If you do not have login details, request permission from the school's IT department.
5. Once logged in, **click on the "Create" button** (usually represented by a camera icon or a "+" sign), then select **"Upload Video"** from the dropdown menu.
6. On the upload page, **click on "Select Files"** to **choose the video file** you wish to upload from your computer.
7. **Select the appropriate privacy setting**, such as "Public" (visible to everyone), "Unlisted" (only people with the link can view), or "Private."
8. **Then click on "Next" or "Publish"** to start uploading.
9. Wait for the upload and processing to complete. You will see a confirmation message once the video is live.
10. **Share the video link** with classmates or embed it on the school website as needed.

To wind up, if Ainemukama can get the above ICT tools and follow the procedures I have explained above she will be in position to transfer the photos from the digital camera to the desktop computer in the computer lab and also upload the video to the school youtube channel successfully.