

Portfolio Report 1: ICT and You



Amy Greetham
11X1

Portfolio Report 1: ICT and You

Introduction

My first report is about the way I make use of ITC. I shall give examples of my uses of ICT covering personal, social, home and school. I will explain how each of my examples is using ICT to meet a particular need. I will evaluate how well my needs are met through the use of ICT. I will evaluate whether the internet is the best way to do research for school work. I will also see if using e-mail for some school work is always helpful. I will evaluate how well the technology I use meets my needs, both for personal and social uses, at home and at school.

Home Personal

I use the internet at home to research for my GCSE coursework because I have to find out a lot of background information in subjects like Information Technology and Business studies. It also helps in completing my homework. I sometimes use the internet at home for leisure time for things such as shopping online for the latest fashion or finding out the latest celebrity gossip on www.hellomagazine.com. The internet is a good tool for doing my research at home but it is not always easy to find what I am looking for. Sometimes the information is not even correct. Often it is best to use a book or a reference programme such as Encarta instead of the internet. I normally use www.google.com because it almost always gives me the correct information. Also you can use the just search the UK button and it just searches information on UK websites.

I download mp3 files from online programmes like Kazzaa because it is a free service and very easy to use. I download them to play on my mp3 player. I search from a database with lots of songs and make a compilation to suit my personal tastes in music. If a new song is on the radio that I like, I can download it into my mp3 player from Kazzaa and I will then have the song to play as and when I like. It is a lot cheaper than going out and buying the CD or burning the CD on the net. My personal mp3 player has a limited memory size and so I cannot hold as many music tracks as I would like. I sometimes haven't the time to change the files so I have to listen to music I have become bored with.

I use a radio alarm clock to wake me up in the morning. I prefer to have it on the radio because some of my favourite radio shows are on in the morning and I don't miss them because they wake me up. Often if there is a good, upbeat song on then it puts me in a good mood for the day. I set my alarm on a night time to set off in the morning ready for school. I normally set my alarm clock for 7:10am. My radio alarm clock does its job well but because I don't change it very often it is quite easy to forget the process of changing the settings.

My mp3 player helps me to relax and be entertained. I can listen to the music of my own choosing. My mp3 player is small and portable with personal ear phones. I can wear it around the house or take it out with me including when I go on holiday or long journeys. My personal mp3 player has a limited memory size and so I cannot hold as many music tracks as I would like. I sometimes haven't the time to change the files so I have to listen to music I have become bored with.

Washing up the pots after a meal is a boring job so using a dishwasher saves time and effort and allows me to do something more interesting or fun

instead. I put on the dishwasher once per day after our evening meal then I empty it later on in the evening. The dishwasher mainly does a good job but it does need to be looked after or it will need repair and it can become very expensive.

I scan in pictures to my PC to keep the quality in the photos. If I didn't do this then if the photos were destroyed then they would still be saved in my computer. I use the photos which are on my PC on my personal website. Scanning pictures into my PC is a great way of sending pictures and work to friends but it takes a long time when inputting images into the computer.

I use a debit card because it is a lot easier than giving cash and getting a lot of change. I can go into shops and hand my NatwestSolo card to the assistant and all I have to do is sign and it takes the money straight out of my bank. I do not have to worry about spending more than I have because it is a debit card and it does not allow me to spend more than I have. Each month I get my wages paid into my Natwest account. This is a lot easier than having to get a cheque from the company because it could have complications with it. My cash card is fine but sometimes the cash machines say out of order and I cannot get to my money when I need it and not all shops accept NatwestSolo cards.

I use the microwave when I need to make some food quickly. It is also handy for cooking vegetables in water or pasta if all of the hobs on the oven are occupied. I use the microwave at meal times and if I would like a snack. Using the microwave is a good way to heat up food. Sometimes it is not convenient to heat up bread or pastries though because they end up rather soggy and hard!

I use a VCR in my bedroom to watch my favourite movies and to record TV shows when I am out with my friends. This is useful because I can then watch the TV show later at night when I get in. I use the VCR when I need to relax for a couple of hours. I use it 2 or 3 times a week. A VCR player/recorder is really good but you are extremely limited to watching those things you have. Recording some things is illegal so I have to be careful not to break the copyright laws. Sometimes it takes a bit of time to set up and to learn how to use the machine properly.

I use my electronic piano rather than an acoustic piano because it is smaller, has a lot of different sounds on it and still has that piano sound. I can also save song which I have recorded to a floppy disk which is installed into the piano. This helps me with my GCSE music compositions. I practice my piano for around an hour on an evening. My electric piano is great for recording things for my GCSE music course but when it comes to practicing my pieces for my piano lesson I often get distracted with a lot of the different sounds on the piano and end up not practicing but seeing what Mozart sounds like on a distorted guitar sound!

I use the DVD player because my TV has surround sound and you can only fully appreciate it with a DVD. Once every 2 weeks I rent out a new DVD because it is a lot better quality than a VHS and has a lot of extra information about the film on it. The DVD player has great quality and sound but the DVDs can be very expensive to buy from the shops and it is illegal to buy copies. You are limited to play only what is in your collection.

I like to play CDs on my CD player because it helps me to relax after a school day. I also use it because songs can have an effect on my mood. I use the CD player mostly after school because it helps me to chill out. Playing CDs is good for relaxing me although CDs can be very expensive and when I buy a CD from the shop I cannot necessarily choose what is on the CD. It can also be quite complicated to use certain features on my CD player.

Home Social

I use messaging on my PC to talk to all of my friends out of school. I like MSN because it is a very safe and easy programme to use and is totally free. Mostly, I use messaging on an evening after completing homework. I go on it around this time because a lot of people also go on at this time so there are more people to talk to. MSN messenger is a useful programme to use although it can slow your computer and viruses can easily invade your computer.

I use email to send out notices or to arrange days out with my friends. Between my friends we send emails to each other telling each other things that we don't necessarily want other people to know. It is a private way of sending information. Email also helps me to keep in touch with my French Exchange student. I use e-mail while I am completing homework on the computer or while I am on MSN messenger. This is always on an evening. Email is a really good way of cheaply communicating with my friends. I can send pictures and attachments. The only trouble with email is that sometimes files can contain viruses and although you can get virus elimination programmes you cannot be completely sure if a file does not have one or not.

I text my friends for lots of reasons such as to confirm meeting times when I am going out. Texting is good because it is reliable, they all have mobile phones and it is often cheaper than making an actual phone call – especially from mobile to mobile. I send and receive a lot of texts every day – whenever I need to send a quick message to someone or respond to a message which I have received. SMS messaging on my mobile phone using is ideal for cheaply keeping in touch with my friends. Of course using text messaging to hold a two way conversation is really time consuming and in these cases a phone call is much more suitable.

School Personal

Electronic Calculators help me to work out equations which would be really hard to work out. An example is when I am trying to do trigonometry. I use this device at school, in lessons such as maths and science. It helps me to work out really complicated sums quickly and efficiently. My electronic calculator is always accurate when I input the right digits but sometimes if my finger slips it can ruin an equation. Unless I go back and double check my answers, I cannot be 100% sure that my answers are correct.

When I use email in school it is for sending home work and collecting work. The only trouble with email is that sometimes files can contain viruses and although you can get virus elimination programmes you cannot be completely sure if a file does not have one or not.

I use a PC to Word Process my GCSE in Applied ITC Reports because this is part of what the course requires. I have used a spreadsheet in my coursework project for the same subject. I have mainly done this work within my GCSE Applied ICT lessons. I have to use a PC and software to produce the reports for my GCSE in Applied ITC course but the schools PCs are quite slow because the amount of people using them at the same time and this can get very frustrating. PCs are not always the best tool for making notes, especially when doing work such as making quick notes during lesson.

School Social

I use my mobile phone after school to ring my parents incase I am staying behind for an extra lesson. Often I go to my friend's house after school and so I have to text my mum to tell her where I am. Because I am not allowed to use my phone in school I have to wait until the end.

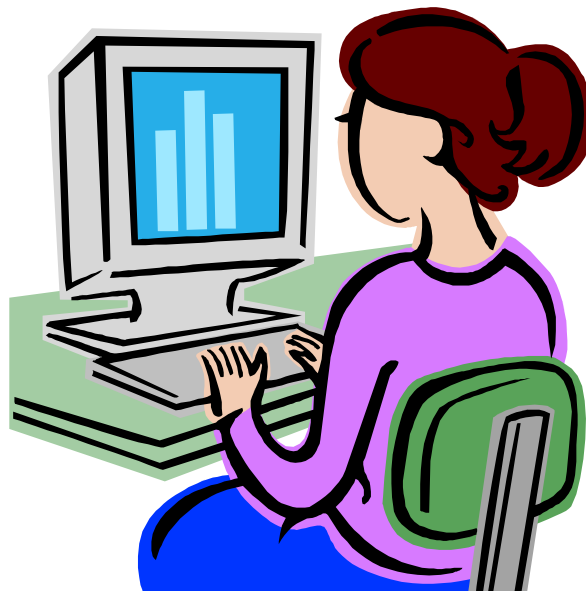
Legislation

When I am copying CDs on my computer using a CD rewriter I must ensure that I do not break any of the copyright laws. These state that the act gives the creators of the material the right to control the ways in which it is used. The rights cover; broadcast and public performance, copying, adapting, issuing, renting and ending copies to the public. This basically means that I cannot sell or broadcast any of my copied CDs.

Evaluation

I will now evaluate whether or not my uses of ICT meet my needs. Generally my needs are met using ICT although the ICT available could be greater. I feel that the internet is not always the best way to research for school work as not a lot of the information is accurate or adequate. I prefer to either use a website specially designed for homework such as www.homeworkhelp.com because I know that the information is necessary for the level at which I am studying. I do not use search engines to find information because this can often lead to websites which don't partially know much about the subject or can sometimes confuse me and swamp me with information which is not necessary. If the topic I am researching into cannot be found on this website I can use either reference software or a reference book. Often sending e-mails home with my school work is not always best because it has a limit as to how big the file is that I send home. Also if I send home a file in the new Microsoft PowerPoint software, my computer does not have it and is therefore not compatible and prevents me from completing homework.

Portfolio Report 1: Appendix



Amy Greetham
11X1

Portfolio Report 1: ICT and You

Step 1: List Your Uses of ICT

This is a simple list of how I use ITC in my everyday life.

1. Searching on the Internet.
2. Downloading mp3 files from programmes such as Kazzaa.
3. Radio alarm clock.
4. Playing my mp3 Player.
5. Dishwasher to wash pots.
6. Messaging on MSN messenger.
7. Using E4 interactive.
8. Receiving and Sending E-mail.
9. Using debit card.
10. Central Heating – thermostat sensors
11. Using the microwave.
12. Scanner on my PC.
13. Using the Video (VCR).
14. Sending SMS from my mobile phone and the lycos serve.
15. Minidisk recording studio.
16. Playing games on the PC.
17. Electronic piano.
18. Using the DVD player.
19. CD player.
20. Electronic calculator.

Step 2: Put each item on your list from Step 1
into one of four categories

I have categorised my list into 4 categories. Home and personal, home and social, school and personal, school and social.

	Personal	Social
Home	Searching on the Internet. Downloading mp3 files. Radio alarm clock. Using the mp3 player Scanner on my PC. Using debit card. Using the microwave. Using the Video (VCR). Electronic piano Dishwasher to wash pots. Using the DVD player CD player.	Messaging on MSN messenger. Receiving and Sending E-mail. Sending SMS from my mobile phone.
School	Electronic calculator. Computer Software. E-mail	E-mail

Step 3: Meeting Your Needs

I will now describe why and when I use each of the items categorised in my list and then evaluate them.

Searching on the Internet

Why?

I use the internet at home to research for my GCSE coursework because I have to find out a lot of background information in subjects like Information Technology and Business studies. It also helps in completing my homework.

When?

I sometimes use the internet in lessons but I also use the internet at home for leisure time for things such as playing on games or creating a personal website.

Downloading mp3 files from programmes such as Kazzaa

Why?

I download mp3 files from online programmes like Kazzaa because it is a free service and very easy to use. I download them to play on my mp3 player. I search from a database with lots of songs and make a compilation to suit my personal tastes in music.

When?

If a new song is on the radio that I like, I can download it into my mp3 player from Kazzaa and I will then have the song to play as and when I like. It is a lot cheaper than going out and buying the CD or burning the CD on the net.

Radio alarm clock

Why?

I use this device to wake me up in the morning. I prefer to have it on the radio because some of my favourite radio shows are on in the morning and I don't miss them because they wake me up. Often if there is a good, upbeat song on then it puts me in a good mood for the day.

When?

I set my alarm on a night time to set off in the morning ready for school. I normally set my alarm clock for 7:10am.

Playing my mp3 Player

Why?

My mp3 player helps me to relax and be entertained. I can listen to the music of my own choosing.

When?

My mp3 player is small and portable with personal ear phones. I can wear it around the house or take it out with me including when I go on holiday or long journeys.

Dishwasher to wash pots

Why?

Washing up the pots after a meal is a boring job so using a dishwasher saves time and effort and allows me to do something more interesting or fun instead.

When?

I put on the dishwasher once per day after our evening meal then I empty it later on in the evening.

Messaging on MSN messenger

Why?

I use messaging on my PC to talk to all of my friends out of school. I like MSN because it is a very safe and easy programme to use and is totally free.

When?

Mostly, I use messaging on an evening after completing homework. I go on it around this time because a lot of people also go on at this time so there are more people to talk to.

Playing CDs on my CD player

Why?

I like to play CDs on my CD player because it helps me to relax after a school day. I also use it because songs can have an effect on my mood.

When?

I use the CD player mostly after school because it helps me to chill out.

Using my Electronic Calculator

Why?

Electronic Calculators help me to work out equations which would be really hard to work out. An example is when I am trying to do trigonometry.

When?

I use this device at school, in lessons such as maths and science. It helps me to work out really complicated sums quickly and efficiently.

Receiving and Sending E-mail

Why?

I use email to send out notices or to arrange days out with my friends. Between my friends we send emails to each other telling each other things that we don't necessarily want other people to know. It is a private way of sending information.

When?

I use e-mail while I am completing homework on the computer or while I am on MSN messenger. This is always on an evening. When I use email in school it is for sending home work and collecting work.

Using debit card

Why?

I use a debit card because it is a lot easier than giving cash and getting a lot of change. I can go into shops and hand my NatwestSolo card to the assistant and all I have to do is sign and it takes the money straight out of my bank. I do not have to worry about spending more than I have because it is a debit card and it does not allow me to spend more than I have.

When?

Each month I get my wages paid into my Natwest account. This is a lot easier than having to get a cheque from the company because it could have complications with it.

Using the Microwave

Why?

I use the microwave when I need to make some food quickly. It is also handy for cooking vegetables in water or pasta if all of the hobs on the oven are occupied.

When?

I use the microwave at meal times and if I would like a snack.

Scanning Pictures on my PC

Why?

I scan in pictures to my PC to keep the quality in the photos. If I didn't do this then if the photos were destroyed then they would still be saved in my computer.

When?

I use the photos which are on my PC on my personal website.

Using the video machine to record

Why?

I use a VCR in my bedroom to watch my favourite movies and to record TV shows when I am out with my friends. This is useful because I can then watch the TV show later at night when I get in.

When?

I use the VCR when I need to relax for a couple of hours. I use it 2 or 3 times a week.

Sending SMS Messages

Why?

I text my friends for lots of reasons such as to confirm meeting times when I am going out. Texting is good because it is reliable, they all have mobile phones and it is often cheaper than making an actual phone call – especially from mobile to mobile.

When?

I send and receive a lot of texts every day – whenever I need to send a quick message to someone or respond to a message which I have received.

Using PC Software

Why?

I use a PC to Word Process my GCSE in Applied ITC Reports because this is part of what the course requires. I have used a spreadsheet in my coursework project for the same subject,

When?

I have mainly done this work within my GCSE Applied ICT lessons.

Electronic Piano

Why?

I use my electronic piano rather than an acoustic piano because it is smaller, has a lot of different sounds on it and still has that piano sound. I can also save songs which I have recorded to a floppy disk which is installed into the piano. This helps me with my GCSE music compositions.

When?

I practice my piano for around an hour on a night time.

Using the DVD Player

Why?

I use the DVD player because my TV has surround sound and you can only fully appreciate it with a DVD.

When?

Once every 2 weeks I rent out a new DVD because it is a lot better quality than a VHS and has a lot of extra information about the film on it.

Step 4: Evaluation

Searching on the Internet

The internet is a good tool for doing my research at school and at home but it is not always easy to find what I am looking for. Sometimes the information is not even correct. Often it is best to use a book or a reference programme such as Encarta instead of the internet.

Downloading mp3 files from programmes such as Kazzaa

Mp3 files for the music I want are usually available but they do take time to find and download. This is not always convenient when I am in a hurry or am busy with my school work.

Radio alarm clock

My radio alarm clock does its job well but because I don't change it very often it is quite easy to forget the process of changing the settings.

Playing my mp3 Player

My personal mp3 player has a limited memory size and so I cannot hold as many music tracks as I would like. I sometimes haven't the time to change the files so I have to listen to music I have become bored with.

Dishwasher to wash pots

The dishwasher mainly does a good job but it does need to be looked after or it will need repair and it can become very expensive.

Messaging on MSN messenger

MSN messenger is a useful programme to use although it can slow your computer and viruses can easily invade your computer.

Playing CDs

Playing CDs is good for relaxing me although CDs can be very expensive and when I buy a CD from the shop I cannot necessarily choose what is on the CD. It can also be quite complicated to use certain features on my CD player.

Using my Electronic Calculator

My electronic calculator is always accurate when I input the right digits but sometimes if my finger slips it can ruin an equation. Unless I go back and double check my answers, I cannot be 100% sure that my answers are correct.

Receiving and Sending E-mail

Email is a really good way of cheaply communicating with my friends. I can send pictures and attachments. The only trouble with email is that sometimes files can contain viruses and although you can get virus elimination programmes you cannot be completely sure if a file does not have one or not.

Using debit card

My cash card is fine but sometimes the cash machines say out of order and I cannot get to my money when I need it and not all shops accept NatwestSolo cards.

Using the Microwave

Using the microwave is a good way to heat up food. Sometimes it is not convenient to heat up bread or pastries though because they end up rather soggy and hard!

Scanning Pictures on my PC

Scanning pictures into my PC is a great way of sending pictures and work to friends but it takes a long time when inputting images into the computer.

Using the video machine

A VCR player/recorder is really good but you are extremely limited to watching those things you have. Recording some things is illegal. Sometimes it takes a bit of time to set up and to learn how to use the machine properly.

Sending SMS Messages

SMS messaging on my mobile phone using is ideal for cheaply keeping in touch with my friends. Of course using text messaging to hold a two way conversation is really time consuming and in these cases a phone call is much more suitable.

Using PC Software

I have to use a PC and software to produce the reports for my GCSE in Applied ITC course but the schools PCs are quite slow because the amount of

people using them at the same time and this can get very frustrating. PCs are not always the best tool for making notes, especially when doing work such as making quick notes during lesson.

Electronic Piano

My electric piano is great for recording things for my GCSE music course but when it comes to practicing my pieces for my piano lesson I often get distracted with a lot of the different sounds on the piano and end up not practicing but seeing what Mozart sounds like on an electric guitar sound!

Using the DVD Player

The DVD player has great quality and sound but the DVDs can be very expensive to buy from the shops and it is illegal to buy copies. You are limited to what is in your collection.