

CHAPTER 2

Internet Safety and Ethics

Say the word "computer," and you might think of games and online chatting with friends. It is so much more. A computer is also a valuable learning tool that can extend your imagination and help you create new things. Combined with Internet access, computers open the door to a whole world of information, communities, and ideas. The Internet offers many advantages, and it is a privilege that comes with responsibilities and a few cautions.

Personal Safety



Spam—And Other Email You Don't Want

Young people, like adults, receive annoying emails. Some are ads; some are just offensive.

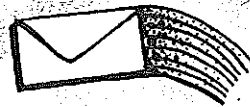
- ✓ If someone keeps sending messages you don't like, you can block that person's messages from reaching your mailbox.
- ✓ If you receive messages that scare you or contain inappropriate material, tell an adult.
- ✓ It's hard to get rid of spam completely. To prevent it, don't supply your email address when you fill out forms on websites. Don't put your email address on your own website.

Protect Yourself And Your Family

You can't see the people talking to you in an email, or an online chat room or network. Strangers may seem very friendly, and probably they are just who they say they are. Sometimes over the Internet, adults pretend to be kids your age to make you trust them. The fact that one in five kids has received a sexual message over the Internet means you need to be savvy about email and other Internet communication.

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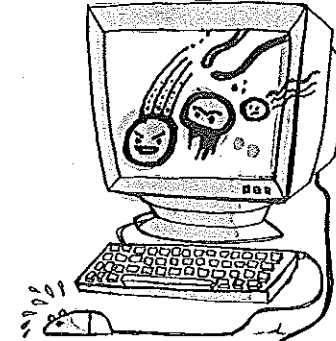
Each day,
77 billion emails
are sent
worldwide



Being cautious is being smart

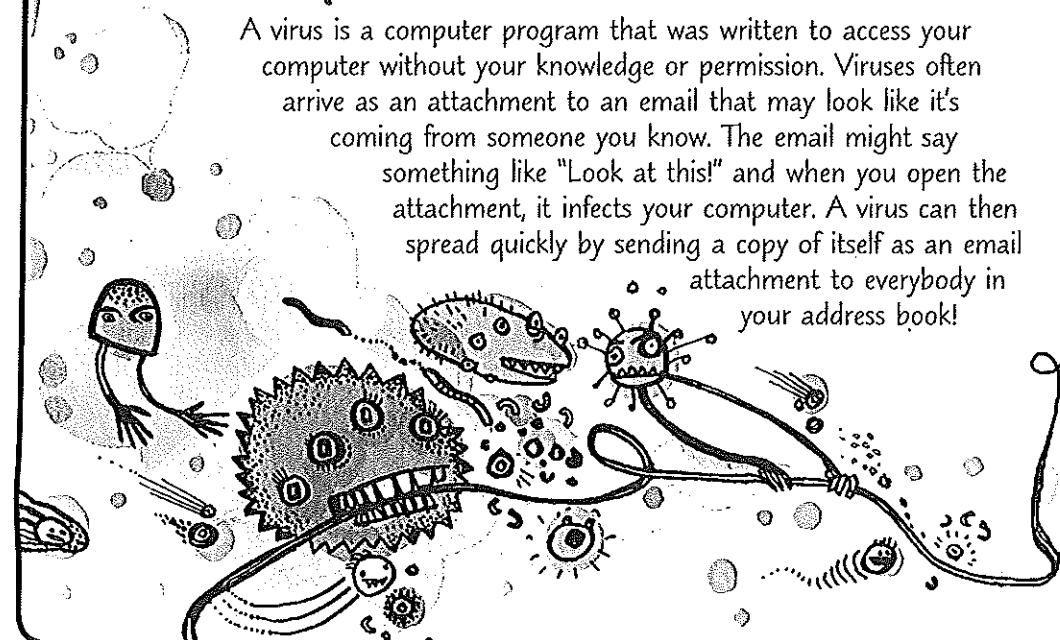
Never give out personal information about yourself or your family.

- ✓ Don't give your name, address, email address, phone number, school name, or picture to anyone you meet online.
- ✓ Don't post your name or address on a website. Some people set up sites that aren't what they seem to be.
- ✓ Report anything suspicious to an adult.
- ✓ If you make a new friend online, don't ever agree to a meeting with that person unless an adult you trust is with you. Some people lie about their age and try to take advantage of kids.
- ✓ Keep your password private. Passwords are set up to protect your computer and your files. Don't share passwords—not even with your friends.
- ✓ If you get on a site that is obviously inappropriate, quit the browser and tell an adult. This isn't your fault. Sometimes just by misspelling a word in a search you end up in weird places.



Computer Safety - Viruses

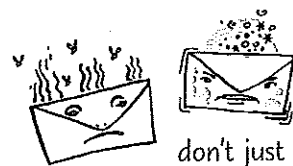
A virus is a computer program that was written to access your computer without your knowledge or permission. Viruses often arrive as an attachment to an email that may look like it's coming from someone you know. The email might say something like "Look at this!" and when you open the attachment, it infects your computer. A virus can then spread quickly by sending a copy of itself as an email attachment to everybody in your address book!



When in doubt, find out!



Viruses don't just come via email. They can enter your system through any outside source such as a shared file or a website. They might cause damage to your hardware, your software, and your files. Most places that students use computers have rules and software to watch for viruses and get rid of them. You can help by playing it safe, and if you aren't sure about something, ask an adult.



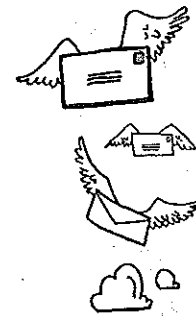
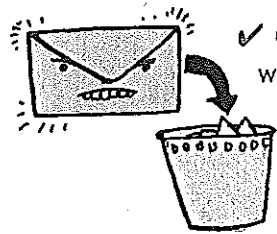
Do:

- ✓ Use virus protection software and update it regularly.
- ✓ Follow the rules. If you aren't supposed to download files, don't do it!
- ✓ Use the original CD when you install software.



Don't:

- ✓ Open an email attachment unless you know whom it's from and exactly what it is.
- ✓ Download files without permission.
- ✓ Disable virus-protection software.



Internet Ethics

The Internet is an important part of life in the 21st century. It can be thought of as a large community. As with all communities, there are rules of behavior. Computer conduct and ethics are no different from good manners in your everyday life as a member of a family and of your local community.

Netiquette

Chat rooms, online networks, email, and instant messaging are easy, fun, and can be educational. Sometimes, especially when people start arguing, it can be intense.



Be considerate. All people can see in these exchanges is the computer screen. It is very easy to misinterpret meaning, especially when people kid around, start joking, and use sarcasm. The body language and tone of voice that delivers a joke is missing online, and it's easy for people to misunderstand—and get upset. Even if you are excited or angry, don't type something on the screen that you wouldn't say to someone's face.

Also, remember that anything you send out of your mailbox can be copied and sent to the world.

Off-Limits Websites

There are places on the Internet that kids aren't supposed to go. Some of these sites are for adults, and have warnings that anyone using the site should be an adult. Some websites have passwords that protect them from people who aren't supposed to be there. Going where you aren't supposed to go could get you in trouble, make you uncomfortable, or be illegal.

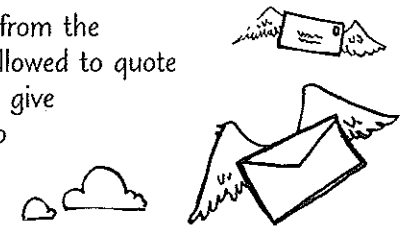
Stay safe and legal:

- ✓ Never use a password that doesn't belong to you to go somewhere you are not supposed to be.
- ✓ Never break the rules about using computers at your school or club.
- ✓ Never lie about your age.

Intellectual Property

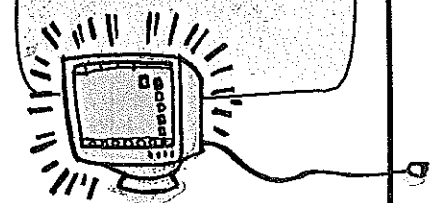
Intellectual property includes all kinds of things people create: music, books, plays, movies, and computer software. Copying this property off the Internet without the owner's express permission is stealing, and it is illegal. People who do it are called pirates.

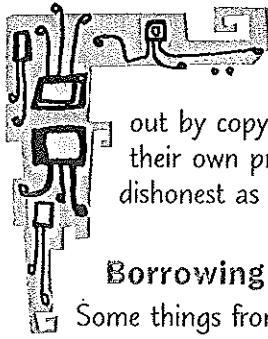
Plagiarism is copying material directly from books or from the Internet without showing where you got it. You are allowed to quote from other peoples' work, but when you do, you must give credit. If you borrow images or sound, then be sure to give the artist(s) credit by naming your sources.



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Did You Know?
There are over **500,000** (one-half million) new websites registered every day.





With so much information available these days on the Internet, it's tempting for some students to take the easy way out by copying material created by someone else and using that material in their own projects without giving credit to the real author. This is just as dishonest as copying someone else's paper or cheating on a test.

Borrowing or Stealing?

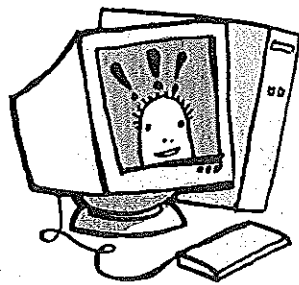
Some things from the Internet can be used legally in all cases, some things can be used under certain circumstances, and some things may never be used.

You can always use:

- ✓ Pictures or music that you create yourself.
- ✓ Words that you have written.
- ✓ Things you have gotten permission to use.

Sometimes it's okay to:

- ✓ Use pictures, music, or words copied from the Internet if you give proper credit.



Sounds the Same!

You know what a web "site" is; now you know what it means to "cite" the sources of information you use.



It's always wrong to:

- ✓ Download words, pictures, movies, software, or songs without paying (when you are supposed to pay).
- ✓ Plagiarize.

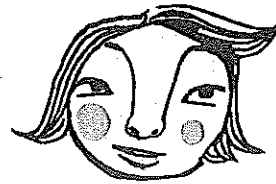


Be honest!

- ✓ Show what material in your project was copied and tell where it was copied from.
- ✓ Explain others' ideas in your own words by mixing the borrowed ideas with your own ideas to fit the needs of your project.

Cite Your Sources

If your project contains quotes, movies, sounds, or pictures that you didn't create, you will need to "cite" your sources. This means giving the author proper credit in your project or any other work you create. The TechYES website has more information and rules about proper citation.



Freeware and Shareware

There are lots of software tools you can use in your projects. Many of them must be purchased in a store, from a catalog, or paid for with a credit card online. Some software is designed by individual programmers and shared online. This software is often called shareware. You are expected to pay the author a reasonable amount of money to use the software.



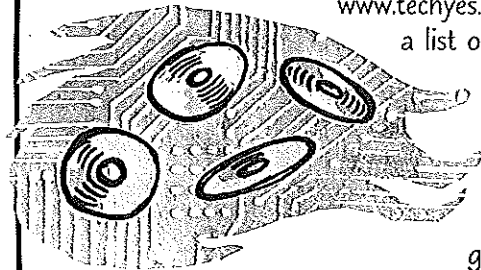
There is also freeware or open-source software. Both may be downloaded and used for free. Open-source software authors and users agree to share any improvements they make with all other users. You can even sell improved versions of the software. This way the software keeps getting better and everyone benefits! The

www.techyes.net website features

a list of free and open-source software tools for you to use.

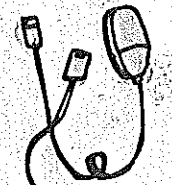
You can also find websites that have been created to give authors a place

to make their programs, art, animation, stories, films, and music available to the public.



Did You Know?

The phrase "Surfing the Web" was first used in 1992.



What Can You Use Legally?

Even if you properly credit the source of pictures or words you get

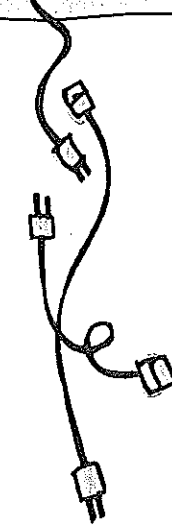
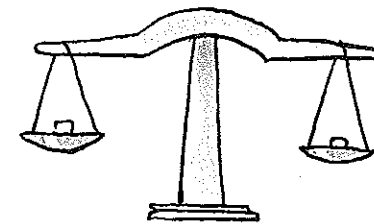
from others there are limits. Because you are a student doing projects for your own personal use and you won't be trying to sell your project to anyone, you are allowed to use certain things in your project. This is called "fair use."



Check the TechYES website for more

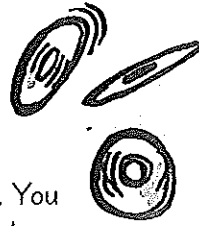
information about how to know what's legal and how to properly cite your sources.

www.techyes.net



Fair Use Rules

- ✓ You may use a maximum of thirty (30) seconds of any song.
- ✓ You may integrate parts of "lawfully acquired copyright works" (this means you bought it) into your multimedia or video project. You may use up to 10% of the material but no more than three minutes.
- ✓ You may use a single photograph from a collection. You may not use more than five (5) photographs from a single artist.



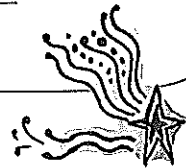
You are allowed to use that material because of the "fair use" part of the copyright law. But if you were going to sell or publish your project for widespread use, you would need to get permission to use the material from the person or company that owns the copyright.

Remember, plagiarism is the same whether it's copying material from books or from the Internet. You are allowed to quote from other people's work, but when you do, you must give credit. If you borrow images and sound, then be sure to give credit by "citing," or naming your sources.

✓ I have read and understood the information on Internet Safety and Ethics.

Signature _____

Date _____



FACTOID

The average computer user blinks 7 times a minute.



CHAPTER 3

Who's Writing This Stuff? Becoming a Web Critic

Don't Believe Everything You Read

Have you ever received an email saying that you should forward it to everybody you know to raise money for a kid with a serious illness? Or an email warning you that if you find a certain icon in your computer system, that means you have a dangerous virus and need to delete stuff from your system? Or an email warning that bananas are poisonous? These are hoaxes, often called urban legends.

Be skeptical about your email and it will protect you from hoaxes. TIP: One sign that an email is a hoax is that it has been forwarded to you and urges you to forward it again to everybody you know.

If something sounds too good or too weird to be true, it probably is.

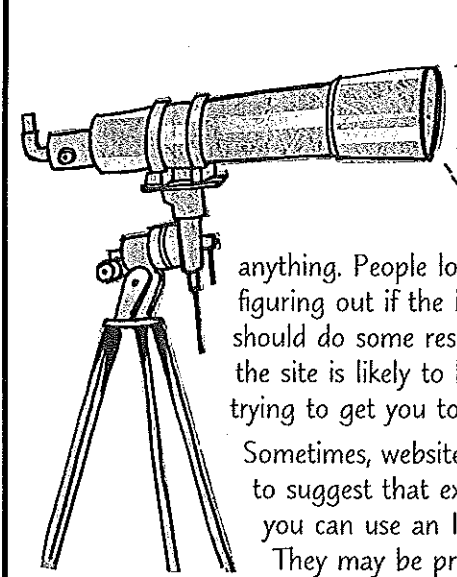


Another kind of email called "phishing" is more serious. It may appear to be from a bank or another business asking you to "verify" your password. If you click on the email link, you may be asked for personal information or passwords. These emails are fake — real businesses do not ask for these things by email. They are trying to steal your passwords or information.



Have you or anyone you know ever received a hoax or phishing email? How did you know it was a hoax?

Be Smart On the Internet - Check the Source



When someone writes a newspaper article, experts and editors check it for accuracy. Sure, writers and editors have their own opinions and they make mistakes sometimes, but at least someone is checking basic facts. The Internet is different. Anyone can publish

anything. People looking at a website have to take responsibility for figuring out if the information is accurate or not. This means you should do some research so you can figure out if the information on the site is likely to be accurate and unbiased, or if the author is trying to get you to believe a particular set of ideas.

Sometimes, websites use the name of fancy-sounding organizations to suggest that experts wrote the information provided. Many times you can use an Internet search engine to learn more about them.

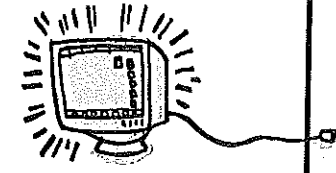
They may be providing factual information or may just be some group posting their opinions on a website.

You should also know what kind of site you're visiting. One clue is the Universal Resource Locator (URL)—also called the web address—and usually looks something like: <http://www.website.com> or <http://www.website.uk>.



The last two or three letters are an abbreviation for the type or location of the domain. You can tell if the source is an educational, commercial, or government organization, or if the domain is registered in another country. Only .edu and .gov domains are restricted for particular use. In other words, anyone can own a .com or .org domain and imply that they are something they are not. For example, a .org site may not be a nonprofit site, and a .com site may or may not be a business.

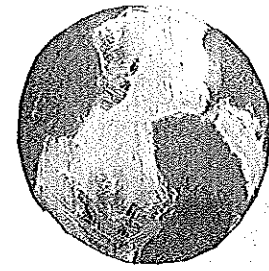
Domains



- .edu - for educational sites, such as schools and colleges.
- .com - for commercial sites. This might include newspapers, businesses, and other for-profit organizations. You need to watch out for sites that are set up mainly to sell merchandise.
- .gov - for government sites.
- .kids.us - sites that are monitored to ensure safe content for children.
- .org - for organizational sites, such as public and nonprofit businesses and groups.

New domains are added from time to time, so you might see more than these!

Some URLs show that the site is in another country. Here are a few country codes:



- | | |
|-----------------|----------------------|
| .au - Australia | .jp - Japan |
| .br - Brazil | .mx - Mexico |
| .ca - Canada | .nl - Netherlands |
| .de - Germany | .ch - Switzerland |
| .fr - France | .uk - United Kingdom |

If there is no country code in a URL, this usually means the domain is in the U.S.

I have read and understood the information on Becoming a Web Critic.

Signature _____ Date _____

