

## Training Outline Computer/Internet Use

1. Review the rules first, read #2 of the District 214 Network Etiquette and Use form:
  - a. Your school ID with the internet sticker must be displayed on the computer at all times during Internet use.

Explain that the ID is required for use of a computer. No ID, no computer. The Internet sticker tells staff that it is okay for the student to go on to the Internet.

Students are only to use their own current school year ID. Using a friends ID for computer use is a violation.
  - b. Computers cannot be shared unless both students have proper ID's displayed.

Explain if the student is working at a computer in a group of 2 or 3, then 2 or 3 ID's need to be posted at the computer station. If that group is working in the Internet , all ID's must have an Internet sticker; otherwise the group will be refused the computer.
  - c. Students will print only documents for school. No recreational printing.

Explain school computers, school paper for school work. And that the labs ask that the student ask permission before printing because staff likes to make sure the student has spell-checked and has the document to the least number of pages.
  - d. All sites visited must remain for staff review. If you find yourself at a questionable site, leave it immediately or ask a staff member for direction.

Explain that staff has the ability to see the student's computer screen from their desk. If the student is in an inappropriate Internet site or typing inappropriate material in AppleWorks the staff member will lock the student's screen, write the student up for a computer violation and send the student to see Gary Freund, BTLS Division Head.
  - e. No chat, no MUDS, no games, no personal email, no ad responses, or inappropriate material including but not limited to nudity, drugs, gangs, gambling, violence, illegal activities. Exceptions may be made if approved for a valid educational purpose.

No chat rooms. No MUDS - MUDS are multi user games on the Internet , where the student does not know the other people but they wait for them to log in with a code name to play a game. No games. No personal email, not to even check for a letter; students are at school to do school work, not personal email. The exception to this is if the student asks for permission to use email for schoolwork. No sites with nudity, drugs, gangs, gambling, violence, or illegal activities. The exception to this is if a teacher assigns a paper, for example on gang activity or prostitution, then there is a reason for the student to be at these sites. But the student should tell the staff member that is why they are at these sites. Otherwise the staff may conclude the student is purposely violating computer usage policy.
  - f. Students are not allowed to change the settings on any computer.

Explain that students must not go to control panels, preferences, or settings. They will be written up for a violation if they are anywhere

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other than their software or documents.

Students are not allowed to log into another student's account. This is a violation.

Students should keep their password secure. (Especially from friends because friends play practical jokes or can trash documents if they are upset. Once a document has been trashed it cannot be retrieved.)

- g. Classes have priority over individual students working on assignments. Students working on assignments have priority over recreational users.
2. Have students sign the District 214 Network Etiquette and Use form and collect them.
3. The student generally has Internet training only once, as a freshman or new student. Every year after that the student needs to renew the Internet sticker. Explain that next school year the student will receive a new ID and will need a new Internet sticker. Students need to renew their net sticker within the first term. If renewals are not done within the first term the student has to attend training class again.
4. Have the student log in the computer.  
Explain how to change their password at the login screen. Explain their computer desktop: "*items for students*" and "*documents folder*".

Open Internet Explorer.

Explain that the Internet will always open to the District 214 home page. Go to "curricular resources" and open "214 Libraries." Explain that these links are there to help them with their school work. A student should utilize the home page links instead of trying to find information on their own through Yahoo or Hotbot.

Return to the home page.

Open "Web Tools" Explain that this page of links has good academic research web sites, better than "Ask Jeeves" which is okay, but very generalized.

Open "Google Advanced Search" and do a quick search. Type "dogs." Show the student that the search results indicate over 7 million responses and that is too many to scroll through.

Have the student place their computer cursor next to the "s" in dogs and type a "+" (plus sign) and then the word "collie." Show the student that this narrows the results to over 100,000. Students can keep narrowing the search with plus signs and keywords for better information.

Open one of the sites shown (for sample sake).

Explain that we ask students never to print directly from the Internet because the Internet screen might be 5, 6, or 10 pages of print. That is just wasting school paper. If the student wants to print information from the Internet they should highlight the information they want and paste it to an AppleWorks document.

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Highlight any paragraph (for sample sake) in the web site, go to edit and click copy. Open Items For Student. Open Appleworks. Open a Word Processing document. Open Edit and click Paste.

Tell the student to touch the Internet screen and highlight and copy the web address. Touch back on the Appleworks document, open Edit and click Paste. Explain to the student that all teachers will want to know where they obtained their Internet information from, and by pasting the web address on their document they have that information for a reference page or a bibliography.

Note: If the computer screen is too small to show the Internet window and the Appleworks window, show the student how to switch back and forth from these windows through the finder.

Show the student at the bottom of the Appleworks screen that the document is one page long and would now be safe to print.

Have the student practice copying a picture: go back to the Internet. Click the Home button. Explain to the student to click and hold their mouse over the picture until they see a drop down menu, let go on "Copy Image."

Go back to Appleworks and open the red toolbox. Click on the arrow button. Open Edit and click Paste. Explain to the student that the arrow button allows the student to manipulate the picture by resizing it or moving it. If the student pastes the picture as text they are unable to manipulate it.

Remind the student to copy the web address of any pictures they copy from the Internet.

Have the student save (for sample sake)the Appleworks document.

Open file and click save. Explain that not all the machines in the building default to the students document folder. It is the student's responsibility to make sure the file path leads to their document folder. Name the document "dogs." Under File, quit Appleworks. Under File, quit Internet. Close "Items For Student."

Open student's Document folder and you will see "dogs" document . Demonstrate how to delete a document by dragging the "dogs" document to the trash can. Open "Special" and click Empty Trash. Click "yes" you want to empty trash.

### 5. You are finished training.

Have the student log out and give them their net sticker and a final warning:

- a. surf wisely
- b. renew early