

Working Online Discussion Lesson Plan

Title: Working Online Discussion	Tool: Computer	Grade Range: K-2
Summary: In this lesson teachers use the discussion points to introduce students to EasyTech as well as networks, usernames and passwords, acceptable use policies, and intellectual property.		

Warm-up

- Ask the class to give examples of technology. Write them on the board and talk about what technology is and how it affects our lives.
- EasyTech teaches how to use technology. Circle the types of technology that EasyTech focuses on, such as computer hardware, peripherals (scanners, printers, digital cameras), and software.

Activity

Discuss EasyTech, and other related topics such as networks, logging on, and acceptable use policies:

- Discuss the concept of being online and connecting to networks.
- Explain how to use usernames and passwords to log on to a network.
- Discuss acceptable use policies and how they are used in EasyTech and in your school.
- Talk about intellectual property and how it applies to files and software at school.

Wrap-up

- Have students use their usernames and passwords to log on to EasyTech. Talk about what they see (assigned lesson buttons) and the way you want them to use it.

Extension

- Have students take an EasyTech lesson. Talk about what they learned and complete an integration activity. Talk about how you will be using EasyTech throughout the school year.

Working Online Discussion Key Points

Networks

- EasyTech is accessed online. Being online is like being connected to many other computers and having access to other information.
- If students have been on or are familiar with the Internet, explain that when they are on the Internet they are online because they have access to other online information. EasyTech is delivered over the Internet, too.
- Things that are online are connected to some sort of network. A network is a group of things, usually computers, connected together. The Internet is a network because it is many computers connected together.
- *Activity:*
Have the students create a human network by holding hands in a circle. Pick a place for the teacher to come into the network. When everyone is holding hands, the teacher starts the signal of "information" by squeezing the hand of the student on his or her right. As each student feels the pulse on one hand, he or she squeezes the other hand and so on until the signal reaches the teacher again. This is how information moves across a network. Add students to or take them away from the circle. Those in the circle who can feel the pulse are "online." Those who are not and therefore cannot feel the pulse are "offline."
- Sometimes you're automatically connected to a network. Talk to the students about the school's network. When the students are using the computers, they have access to the information on the network, including printers. If there is a network printer at your school, show the students how the printer is not necessarily directly connected to the computer with cords or cables. Talk about how it is connected to the network, so the computers have access to it. Print something from a different room than where the computer is located, and take the students to the printer to show how it printed.

Logging On

- Sometimes you need to connect to a network or a part of a network in order to have access to the information there. One way to connect to something on a network or to a network itself is to log on. Logging on is a process used so that only certain people can access certain information.
- One way to log on is by using a username and a password. A username is like a nickname for yourself. A password is a secret code that proves your username belongs to you.

- When you need to use a username and password to log on, you'll see two text boxes - one for each. As you type your username you'll see the actual letters and numbers (characters).
- As you type your password, you'll see asterisks (*) instead of the characters. This is to protect your privacy, so that if other people are looking at the screen as you type they can't see what your password is.
- Give students their EasyTech usernames and passwords, and explain how they use them to log on to EasyTech.
- *Activity:* Create username and password reminders. Hand out blank index cards and have student write their usernames on one side and their passwords on the other. Students can decorate their cards.
- Log on to a computer as a student so the class can follow along with you. Point out each step as you enter your username and password and click enter.

Online Help

- Walk the students through the EasyTech interface. Show them how to click a button to view a lesson. Once in the lesson, point out the help features that are there to assist the students when using EasyTech. The progress bar shows students where they are at in the lesson. The arrow allows students to go back to repeat a scene. The exit button lets students pause the lesson or exit the lesson in the middle.
- There are help features in almost every program. Everything you can see is meant to help you know where you are and how to accomplish certain tasks. Most programs have a help menu that lists most of the tasks that you can do in the program. Open a program, such as a word processor or graphics software, and show the students the help menu, toolbar icons, and any other features that help you use the program.

Acceptable Use Policies

- When you use information from networks, like websites from the Internet or files from a computer, you need to follow acceptable use policies. Acceptable use policies are lists of rules. They are the things you are expected to do and not do while using the information, website, or program. These rules are created to protect you and other people who are using the information.
- Not all acceptable use policies are the same. Some common examples of rules they might include are: on a site where you can leave messages, you're not allowed to leave mean or hateful messages or ones that use profanity; and on

sites where people leave information about themselves, you're not allowed to copy or change that information.

- EasyTech also requires that you follow an acceptable use policy. Some examples of rules on the EasyTech acceptable use policy are that you can't impersonate, or pretend to be, someone else by logging in with a username and password that isn't yours. You also cannot try to break or cause problems on the website.
- Review other parts of EasyTech's acceptable use policy with the students as appropriate.
- Schools, classrooms, and computer labs also have acceptable use policies. These kinds of acceptable use policies include rules about how and when you can use school and computer equipment and information stored on and accessed from it.
- Describe applicable elements of your classroom's, school's, and/or lab's acceptable use policy to the students. Post some of the most important rules in the lab or classroom.

Intellectual Property

- An important element of most acceptable use policies is respect for intellectual property. Intellectual property is anything that a person has written, drawn, or otherwise created from ideas that are their own.
- Have students think of some examples of intellectual property (books, art, websites, etc.). Intellectual property also includes software. Talk about how it is against intellectual property rules to copy software without buying it or without permission.
- It is important to always respect intellectual property. You cannot call something your own if you didn't create it. You also can't use or change something that isn't yours without permission.
- Tell students about school rules pertaining specifically to intellectual property. For example, explain your policies about saving, such as where to save and what to do if you find files that aren't yours, etc.