- **Archive libraries** – these are specialized websites that maintain large collections of various types of media. For example, the WayBack Machine site at archive.org contains links to thousands of books, movies, radio broadcasts, and even old versions of web pages.

Evaluating the Information

IC3 **Objective 3-5.1**

Because anyone can publish information on the Internet, it is up to you to determine the quality of information that you find. It is not always easy to tell at first glance which information is accurate or up-to-date.

Here are some things to keep in mind to help you evaluate the accuracy and usefulness of information that you find online:

- Always "comparison shop" – this means you should always check "facts" on more than one web site. Compare what one web site says to what another one says. If you find pretty much the same information on two or three sites, then chances are the information is fairly accurate Compare the information you find online with what you can find in books, journals or reference materials at your public library, or compare the information to what you see in your school text books.

- Consider how current the information is. Obviously, some facts do not change over time, but if you are researching current events, check the publication date for articles that you are using. Often, you will see a publication date listed on the search results page.

- Consider who wrote the information. Is the author trying to convince you to purchase a product or to think a certain way? For example, if you are researching winter flu statistics, should you give more weight to an article written by a medical doctor or to an article written by a company that sells flu vaccines?

- Look at the web site with a critical eye – do you see obvious mistakes in grammar, spelling or language use? If so, do you think the organization or person that hosts the web site put very much effort into creating the site? How much attention do you think was paid to the information posted on the web site?

Practicing Good Online Citizenship

IC3 **Objective 3-3.1, 3-3.2**

Who do you know online? If you create social media, chat, email and gaming accounts, your first online friends are usually family members, people you know from school and neighborhood friends.

The truth about online identities is that they can be anonymous.

For many people, this anonymity makes them feel free to behave in ways they normally wouldn't in face to face communications.

Some people are less shy online than they are in face to face situations. Others more readily express their anger, or feel free to be rude to others. The idea that no one knows who you really are can be a powerful thing.

No matter how anonymous you may feel while you are online, remember that each of us has a moral and ethical responsibility to treat others with respect.

No Bullying

Remember that there is a flesh-and-blood person behind each online identity; a real person who can feel as hurt, threatened or picked on online as he or she would in a face to face encounter.

In the past, a bully had to physically confront a victim in order to target him or her. Today, our connected online world has given bullies a whole new arena for targeting victims. Online or "cyber" bullying can take place around the clock through email, social media, instant messaging, text messaging and so on.

Cell phones and social media are the most commonly-used mediums in which cyber-bullying occurs, and because so many people are connected, bullying now occurs where potentially millions of others can "see" it.

Cyber-bullying includes:

• Making online threats.

• Using hate speech in social media or cell phone messages.

• Spreading rumors.

• Making mean, hurtful comments.

• Taking embarrassing photographs without the knowledge or consent of the victim, and then posting them.

Bullying is not a harmless electronic action aimed at no one in particular; bullying is targeted at real people, and can cause real damage.

Victims of cyber-bullying are more likely to suffer from low self-esteem and to consider suicide. Cyber-bullying can have serious consequences.

What Should You Do?

What should you do if you are a victim of cyber-bullying?

• Remember that it is not your fault.

• Do not respond in kind. Sending mean or threatening messages back to your attacker can cause a bad situation to escalate and can even lead to physical confrontation and violence.

- Confide in a trusted adult; there are people who care about you and about what is going on in your life. Together you may decide to report the incidents to school officials or to the police.

Other Online Practices to Avoid

For moral, ethical and legal reasons, there are certain online practices that should be avoided.

Plagiarism

- Plagiarism occurs when you use information created by another person and present it as if it were your own work, either word for word or with minor changes.

- The concept of plagiarism also applies to images. Many images that you find on the Internet are copyrighted. That means, the person who created the image (or took the photo) is its lawful owner, and you must obtain the owner's permission if you want to use the image in your own work.

- It is easy to find information on the Internet to use in your document, and just as easy for someone else to find it and recognize your use of it as plagiarism. Plagiarism is the same thing as theft. It does not matter that it is only a paragraph of text or a single picture; it is still stealing the original work of someone else.

- When using information from the Internet, always use it in its original form and cite the source material. This means, give credit to the person who wrote it. Your teacher can show you the correct way to cite sources.

Piracy

Piracy is the unauthorized use or reproduction of someone else's work.

- If your friend buys and installs a software application and then gives the installation disk to you and you install it and use it on your computer that is piracy.

- If you download a song from a "sharing site" instead of purchasing it from the record label's online store, that is also piracy. The same is true for movies.

Piracy is considered a federal crime and can carry a penalty of up to ten years in prison.

Flaming and Spamming

- Flaming means to attack someone verbally online, such as in a chat room.
  - Flaming usually involves insults, name-calling and hostility directed at a specific person.
  - If you have been flamed, it is usually best to ignore it. If you respond in kind, this may lead to an escalation which is referred to as a "flame war".
  - A person who repeatedly attacks others online just to start arguments or to upset people is called an *Internet troll*.
- Spamming is the sending of email to someone who has not requested to receive information from you. Spam is electronic junk mail.
  - Sending an email advertisement about your band appearing at a club this weekend to everyone in your online school workgroup could be considered spamming.

Try It! Exercise

In this exercise, read the example, and then put it into the correct category by writing an 'x' in the appropriate column.

	Bullying	Plagiarism	Piracy	Flaming	Spamming

Andy: I didn't take it. *Tom: Yes you did, you punk!* *Andy: I didn't take it.* *Tom: You'd better be watching over your shoulder because I will hunt you down.*					
Sent to Girl Scout troop Google group: *If anyone needs a baby-sitter, I am available ($8/hr)! Call me at …*					
Ms. Brooks receives two research papers that include the same word-for-word paragraph about what sea lions eat.					
Ken has 1,234 songs on his MP3 player, and didn't pay a dime for any of them.					
Tom: You're just an ugly idiot! *Andy: I may be an idiot – even an ugly one, but I am still on the team. And you're … not.*					

Following Communication Standards

IC3 Objective 3-3.1

There are some standards that you should always try to meet when you communicate with others, especially if the communication in any way represents your school. Many of these standards can be adopted in your personal communications as well.
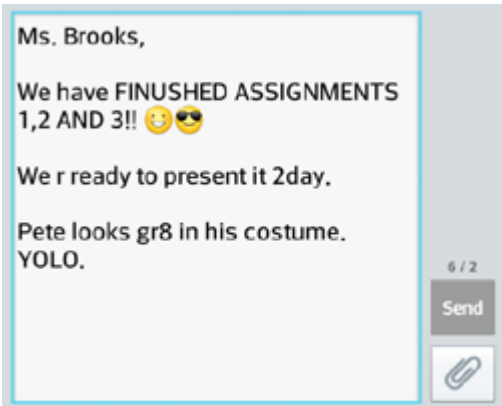
- **Proofing** – in addition to running a spell check, always proofread any communication before you send it. Make sure your message is clear.
- **Abbreviations** – avoid using abbreviations or acronyms in communications. Your recipient really might not know what you mean by ROFL, or JK.
- **Shouting** – avoid using all uppercase letters because it implies shouting.
- **Tone** – try to keep personal feelings out of your communications, especially if they are negative.

Even when posting a personal response on a blog or other form of social media, remember that other people can see what you wrote on that site.

All electronic communication should be considered permanent once it is posted or sent. Remember, when it's online, it's out there.

Try It! Exercise

Rewrite the text message shown below so that it follows good communication standards.

Ms. Brooks,

We have FINUSHED ASSIGNMENTS 1,2 AND 3!! 😊😎

We r ready to present it 2day.

Pete looks gr8 in his costume. YOLO.

6 / 2

Send

Lesson Summary

In this lesson you learned how conduct and evaluate research online, and how to practice good online citizenship. You should now be familiar with:

☑ how to use a search engine

☑ how to search from the Address bar

☑ where to find online information

☑ how to evaluate information

☑ how to use a search engine

☑ how to search from the Address bar

☑ where to find online information

☑ how to evaluate information

Review Questions

1. Cynthia is using Google to find hiking trails in the Pacific Northwest. She wants to exclude trails in Alaska. Which of the following should she use as her search term?

    a. "hiking trails" "Pacific northwest" -Alaska

    b. hiking trails Alaska

    c. "hiking trails not in Alaska"

    d. -Alaska hiking trails

2. Which of the following is true of search engines?

    a. They do not include summary information about the web pages in the result page.

    b. They often do not find enough results.

    c. They do not all use search narrowing operators in the same way.

    d. They are all sponsored by Google.

3. What is plagiarism?

    a. Exchanging insults with another person in an online chat room.

    b. Sending threatening text messages.

    c. Making unkind remarks about someone on social media sites.

    d. Copying someone's work and saying it is your own.

4. Which of the following is an example of cyber bullying?

    a. Sending a mean email.

    b. Posting an unflattering picture of someone on Facebook.

    c. Sending a threatening text message.

    d. All of the above.

5. Hunstman669 and PirateKing92 have had a disagreement in an online chat room. Their last 7 posts to each other have included name-calling and insults. This is an example of what type of behavior?

    a. Spamming

    b. A flame war

    c. Spamdexing

    d. Internet trolling