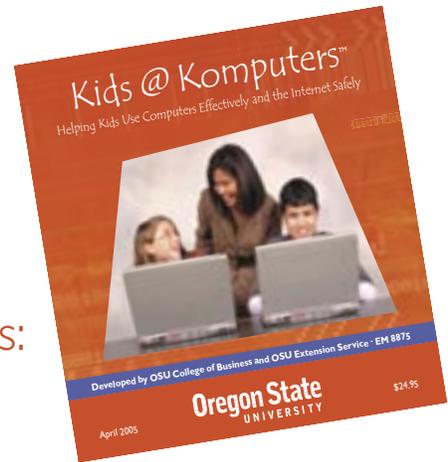


Kids @ Komputers™

Helping Kids Use Computers Effectively
and the Internet Safely

Kids @ Komputers™ is an all-in-one package that helps you introduce kids in grades 4–6 to computers and the Internet

- ✓ Set up for delivery in seven sessions
- ✓ Visually attractive presentations
- ✓ Field-tested content



The Kids @ Komputers™ CD contains:

- ✓ A complete instructor's manual, with all the "how to" guides needed to prepare for and present the lessons
- ✓ Seven lessons, covering basics of computer hardware and software, word processing, and Internet and e-mail safety
- ✓ Handouts for class and take-home materials for students and parents
- ✓ Promotional materials

On the following pages, you'll find:

- ✓ Samples of Kids @ Komputers™ lessons and materials
- ✓ Educational objectives for Kids @ Komputers™
- ✓ How to order the Kids @ Komputers™ package

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UNIVERSITY

Target Audiences and Educational Objectives

Educational Objectives

Kids @ Computers™ will help participants:

- ✓ Learn to use a computer mouse and keyboard
- ✓ Learn basic computer-related vocabulary, tools, and software (programs)
- ✓ Learn about and gain confidence using menus and toolbars to explore computer programs
- ✓ Learn and apply safety guidelines when using the Internet and e-mail services

Target Learners

Kids @ Computers™ was developed primarily for those who work with youth in grades 4–6, though it has been used to teach a wider age range. It helps if students already know a little about using a keyboard.

Kids @ Computers™ is suited both to formal (classroom and home school) and informal settings such as after-school and youth club programs.



The curriculum is specially designed for teachers and presenters who are **not** computer experts. The comprehensive Instructor Manual gives detailed “how to” guidance on setting up and presenting the lessons *and* suggests ways to modify presentations to adapt to your particular circumstances.

Minimum Software and System Requirements

- ✓ Windows 98 or later operating system
- ✓ Microsoft Word 98 or later version
- ✓ At least 150 MB of free hard drive space to store Kids @ Computers™ files
- ✓ PowerPoint 98 or later version
- ✓ Adobe Acrobat Reader; later versions

Recommended Hardware

- ✓ One PC for each student
- ✓ Digital projector (for PowerPoint) or overhead projector (for transparencies from PDFs)

Sample Materials from Kids @ Komputers™

Kids @ Komputers™ lesson topics are:

- 1) Laying the Foundation
- 2) Internet Safety
- 3) Basic Internet
- 4) Basic Word Processing
- 5) E-mail and Safety
- 6) File Management
- 7) Advanced Word Processing

Section Two Internet Safety



The slides on this page begin Lesson 2, which is about Internet Safety.

The following pages show a sample from the corresponding chapter in the Instructor Manual and the related handouts for students and parents.

Contents

- [Why Internet safety?](#)
- [Giving personal information](#)
- [Trusting strangers?](#)
- [Why more than one e-mail account?](#)
- [When bad things happen](#)
- [Computer viruses](#)



Clicking on "Table of Contents" in the upper right corner of any slide will return you to this slide.

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Why Internet safety?

- The Internet is an information highway, and just like a real highway, there are rules and guidelines to keep you safe.
- Be aware of its "stranger dangers."
 - Some people use the Internet to harm others.
 - Some people say and do things which are not nice.
 - Learn how to protect yourself.



Give no clues !

- Some strangers look for clues about you and where you live.
- Don't give them any hints like:
 - Name
 - Age
 - Address (home or e-mail)
 - State
 - School name
 - Phone number
 - Password
 - Where your mom and dad work
 - Where you will be at any time (recital, sporting event, store, vacation)
 - Pictures of anything related to you



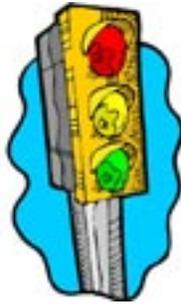
5

Ask your parents

- Your parents and teachers are your best resource for Internet safety. If you are unsure about something, ask them.
- Never meet someone you "meet" online without first getting permission from your parents.
 - If you meet, your parents should go with you.
 - Meet in a public place.



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Section Two. Internet Safety

Materials Needed

- At least one handout (Session Materials\2.IS.handout.pdf, 2.IS.inst.handout.pdf, or 2.IS.recd.handout.pdf). See Handouts section below for more detailed information on which handouts best meets your requirements.
- Digital projector or other way to allow students to view PowerPoint slides.

Preparation

- Make copies of at least one Internet Safety handout for each student.
- The handouts also list two websites for parents to gain more information about Internet safety. You may also want to investigate these sites (www.safekids.com and www.chatdanger.com) for a deeper background of the subject.
- Games and activities related to Internet safety can be found at www.netismartz.org. Look for the link to activities for kids. You may want explore this web site on your own and direct students to the site during Section 3, Basic Internet. From Google, it can be found through a search using keywords: netismartz + kids. (It's safer for kids to locate websites through searches rather than by typing the URL. Some pornographic sites have similar URLs to commonly used websites.)
- If you see any current articles on the news about Internet Safety, think about the appropriateness of sharing the articles to explain why this topic is important. Another option is contacting your local police department. They may have a presentation for children on the dangers of trusting people they've met on the Internet.

Handouts

The handouts differ only in the instructions listed in the upper left. Choose one of these options:

- Send a handout (2.IS.handout.pdf) home and hope parents read it with their children.
- Send a handout (2.IS.inst.handout.pdf) home and ask that it be signed and returned to you. You can record that it was signed and send it home again.
- Send two handouts (2.IS.inst.handout.pdf and 2.IS.recd.handout.pdf) home. Handout 2.IS.inst.handout.pdf is labeled "Return to Instructor", while handout 2.IS.recd.handout.pdf is labeled "For Your Records". This scenario will provide you with a signed version to keep and allow families to keep their own copy.

Trusting strangers?

- Don't trust people you meet on the Internet.
- Even people that seem like friends, may be much different than they seem to be or say they are.
- Use a fake name called a "screen name"
- In chat rooms, ALWAYS stay in public areas where everyone can see what is typed. If someone invites you into a private conversation, say "No".
- Only visit chat rooms that your parents have approved.
 - They should have rules of behavior that you and your parents agree are acceptable.
 - The chat room should have a moderator to enforce the rules.
 - Talk to your parents about the people you meet in chat rooms. They can help you avoid unsafe strangers.



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Remember that people online may not be who they seem to be or say they are. You can't see them or hear their voice to get clues about their true identity. They could be pretending to be someone they're not in order to take advantage of you.

When you are playing computer games with people online, join an online community, or just need to use a name on the Internet, use a fake name called a "screen name" to protect yourself. Some examples of screen names are "ihatebroccoli", "ilovecats93", or "baseballfan". Remember it has to be unique – no one else in that community can have the screen name you pick – so you might have to try a few different screen names.

A chat room is a website where people communicate in real-time, usually about one topic.

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More than one e-mail account?

- Keep one e-mail account just for your friends and family.
- Have another e-mail account for people you don't know well.
 - If you ask for information from a website, you may need to give an e-mail address. Use this second e-mail address.
- Close the account if you get nasty e-mails.



Keep one e-mail account just for your friends and family. Ask these people not to send you online cards without first checking the privacy statement on the website where they find the cards. To send you a card using an online service, your friends need to give your e-mail address. If that company sells e-mail addresses, you could start getting junk mail (spam). So before you send an online card to your friends – check the website's privacy statement!

A privacy statement explains what information about you companies will share with others. Although the government holds companies responsible for their privacy statements, use caution and think before giving information through a website. Are they a company you know? Are they trustworthy? Your parents or teacher can help with these questions.

Have another e-mail account for people you don't know well and online interactions, like joining an online community or signing up for an online service. If you create a user name and password, this information is often sent to the e-mail address you provide.

Close the account if you get nasty e-mail messages. If you're unsure about whether to close an e-mail account, ask your parents for advice. A little spam might be tolerable, but when it's inappropriate or overwhelming the e-mail account should be closed. Your parents may also be able to set up your e-mail account so that you get e-mail only from people on a list you and your parents create (a "safe list").

Section Two.
Internet Safety

Kids @ Komputers™
Helping Kids
Use Computers Effectively
and the Internet Safely

The Internet can be a great learning tool and a way to meet new people and make new friends. Unfortunately, as with many things in life, the Internet also has its dangers. Following the guidelines below will help you have a fun and safe time using the Internet.

My rules for online safety

(Adapted from Magid, L.J., Child Safety on the Information Highway, http://www.safekids.com/child_safety.htm, 1998)

- I will not give any clues about myself without permission from my parents. This includes my name, address, phone number, school, my parents' work, and pictures.
- I will not get together with anyone I "meet" through the Internet without permission from my parents. Even if my parents agree to a meeting, I will only meet in a public place when at least one of my parents is with me.
- If anything I find on the Internet makes me feel uneasy or embarrassed, I will let my parents know immediately.
- If I get a message that makes me uncomfortable or is mean, I will not reply. I will tell my parents immediately so they can let the online service know about the problem, and prevent it from happening to other kids.
- I will only visit chat rooms my parents believe are safe; and even there I will stay in the public area where the moderator can see what is said.
- I will talk to my parents about our family's rules for using the Internet. These rules might include: length of time I can use the Internet and areas of the Internet I can visit. I know these rules are to keep me safe.

I agree to use these safety rules whenever I use the Internet.

Name

Date

I am aware that parents play a vital role in keeping children safe on the Internet and have read the guidelines above. (A handout on e-mail and safety will be sent home later. Please watch for it.)

Parent's Name

Date

More information Internet safety can be found at these websites: www.safekids.com and www.chatdanger.com. If you don't know how to search for a website, ask your child for help after the Basic Internet lesson.

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[Class Name]

What:

Technology classes for 4-6th graders using *Kids @ Komputers™*, *Helping Kids Use Computers Effectively and the Internet Safely*. Sessions include: the Basics of Computers, Word Processing, File Management, Internet Safety, Basic Internet, and E-mail & Safety.

When:

[Dates and Times]

Where:

[Location]

Class size:

Limited to [#] students.

Cost:

[Your Information]

Contact:

[Your name] at [telephone and/or e-mail address]



How to Purchase Kids @ Komputers™

To order copies of this curriculum, send the complete title (Kids @ Komputers™) and publication number (EM 8875) along with your payment and shipping and handling charges to:

Publication Orders
Extension & Station Communications
Oregon State University
422 Kerr Administration
Corvallis, OR 97331-2119
Tel. 541-737-2513
Fax 541-737-0817
e-mail puborders@oregonstate.edu

Copies are \$24.95 each; orders of 10 copies or more of Kids @ Komputers™ receive a 25-percent discount.



Shipping and handling charges are per order, as follows:

\$20.01–\$40.00\$5.00
\$40.01–\$60.00\$6.00
\$60.01–\$80.00\$7.00
\$80.01–\$100.00\$8.00
over \$100.00 10% of total order

Outside continental U.S., request price quote

Payment can be by check, money order, or purchase order in U.S. funds, made payable to Oregon State University, or by Visa or MasterCard (please provide account number and expiration date). For security reasons, please do not send credit card information via e-mail.