

Acceptable Use Policies Discussion Lesson Plan

Title: Acceptable Use Policies Discussion	Tool: Computer	Grade Range: 3-5
Summary: In this lesson teachers use the discussion points to introduce students to EasyTech as well as usernames and passwords, online help, acceptable use policies, and intellectual property.		

Warm-up

- Talk with the students about how technology can help people learn. Ask the students how they have used technology to help them learn. For what other reasons have students used technology?
- EasyTech teaches us how to use technology. Talk to the students about what EasyTech is and how it helps students learn.

Activity

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

- 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 the system.

Extension

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

Acceptable Use Policies Discussion Key Points

EasyTech

- EasyTech is accessed online. Being online is like being connected to many other computers and having access to the information stored on them. When students are using EasyTech they are on the Internet.
- The Internet is a large network. A network is a group of things, usually computers and other computer hardware, connected together.

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.
- 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 student page. 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.

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 in the EasyTech acceptable use policy are that you can't impersonate, or pretend to be, someone else by logging on 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 the school's computer equipment and information stored on and accessed from that equipment.
- 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.

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 rights 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.