

Safe Research

Internet Safety

All students are required to take an introductory course called Academic Literacy. Internet Safety is presented in the course by video, text, discussion scenarios. Key concepts include, but are not limited to:

- Do not give out personal information without your parents' permission. This means you should not share your last name, home address, school name, or telephone number.
- Do not share your password with anyone. When you use a public computer make sure you logout of the accounts you have accessed before leaving the terminal.
- Unfortunately, sometimes people pretend to be people they are not. Remember that not everything you read online is true. Someone might pretend to be a completely different person.
- Do not buy anything online without talking to your parents first. Some ads may try to trick you by offering free things or telling you that you have won something as a way of collecting your personal information.
- Talk to your parents before you open an email attachment or download software. Never open an attachment from someone you don't know. Attachments sometimes contain viruses or spyware.
- Do not send or respond to mean or insulting messages. Do not type in all caps (this means you are yelling). Tell your parents or an instructor if you receive one. If something happens online that makes you feel uncomfortable, talk to your parents or to an instructor at school.
- Never send a picture of yourself, another person or a group over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
- Do not post anything online that you do not want the entire world to see or know. Many employers are using social networking (such as Facebook, MySpace, twitter, etc.) to evaluate candidates for jobs.
- Never respond to an email that informs you that your account has been hacked or that you need to reset your password. Many emails will bring you to a webpage that looks almost identical to the website that you use – the url will be different. Report anything suspicious to your parents or an instructor.
- Report immediately to an instructor any message or request that you receive that bothers you or that suggests personal contact with you.

In addition to Internet Safety, students also learn the proper ergonomics. This helps students to be physically safe while using the Internet.

Research Requirements

Students have access to resources such as the Encyclopedia Britannica Online, Online Newspapers, Internet Public Libraries, Online Thesaurus, and Online Dictionary. Students may also use other websites to support research; however, just like any source of information, students are required to evaluate the quality of information for websites.