

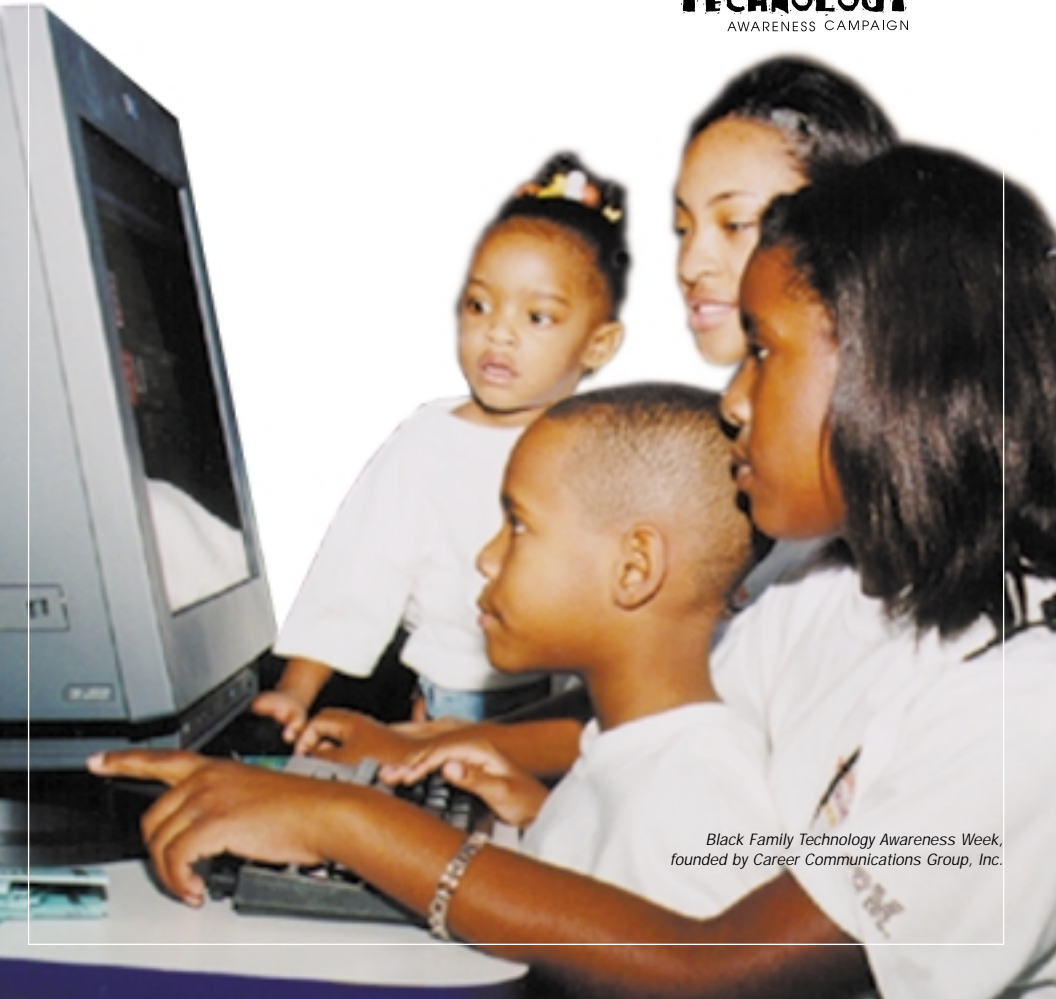
ONLINE

Safety Guide

Brought to you by the
IBM Corporation,
Ceridian Corporation,
and the Internet
Education Foundation
in support of



**BLACK
FAMILY
TECHNOLOGY**
AWARENESS CAMPAIGN



*Black Family Technology Awareness Week,
founded by Career Communications Group, Inc.*

Who were the Tuskegee Airmen?

What are the principles of Kwanzaa?

INTRODUCTION

With the Internet your school-age child or teenager can find answers to questions like these with a few clicks of the mouse. They can also research your family tree, share their opinion on current events with people all over the world, and talk online with others who have similar interests. They can even apply to college online!

If you're like many parents, you probably have concerns about your child using the Internet. Even though you know that the Internet can provide a wealth of research opportunities and information, you also know that when your children use the Internet they face some risks.

You know that they face the risk of disclosing information about themselves to a stranger, for example, or coming across information that is inappropriate for someone their age to see or read.

Fortunately, there are measures that you — and your family — can take to help limit the risks of the Internet. This booklet is designed to help you make sure your children's or teenagers' Internet adventures are safe ones — whether they're looking up

information about all of the Black astronauts in the NASA Space Program or simply chatting with friends about an upcoming party.

*Who
was
the first
Black
female
astronaut
in
space?*

*How many miles are there
between New York and Trinidad?*

SAFETY BASICS

Keeping a child safe on the Internet requires the same cautionary strategies as keeping a child safe in any other part of life. You probably wouldn't send your young child off on a bicycle without a helmet — and the same strategy applies online. The more you educate yourself about online safety, the better able you'll be to give your child the "safety gear" she needs for cyberspace.

The strategies you use depend on a number of factors, including your child's or teenager's age, personality, and level of maturity. But the most important thing is to talk with your child about appropriate behavior and to stay in close touch with them as they explore the Internet. Here are some safety basics:



Use the Internet with your child. Set up the computer in a public area in your home, such as the living room, kitchen, or family room. Putting the computer in your children's bedroom makes it easy for them to have unsupervised access. Make a point of learning about the technology together. Ask your children lots of questions, and don't be intimidated if it seems that they have a better understanding of the Internet than you do.



Teach your child never to give out personal information to people they meet online, especially in chat rooms, instant messaging, and on bulletin boards. If you have a family Web site with your child's picture up, don't include information such as where she goes to school, where you live, your phone number, or any other personally identifiable information.



Instruct your child never to plan a face-to-face meeting with online acquaintances and to notify you if he is approached for an offline meeting. Also, tell your child to inform you if someone wants to provide them with a separate Internet or e-mail account. This is often a first step in child-luring.



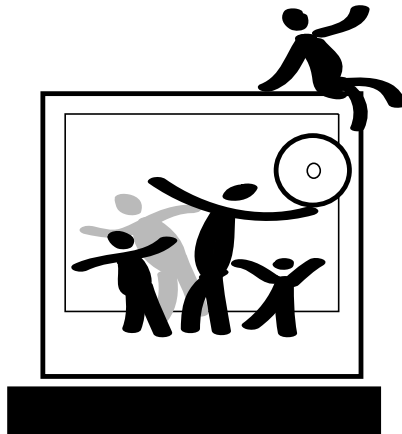
Establish clear ground rules for Internet use. Many families draft a “contract” or “agreement” with their children that reflects those rules. Learn about the different parental control tools, protective software, and controlled-access options that are available. Then decide which, if any, are best for your needs.



Tell your child not to respond to offensive or dangerous e-mail, chat requests, or other communications. Make sure he knows to leave any Web site that gives him the “uh-oh” feeling and to show you anything he receives that makes him feel uncomfortable. Part of helping children stay safe on the Internet is learning not to overreact when you find out your child or teenager has been exposed to inappropriate material or has strayed from a rule. Don’t blame or punish your child if he tells you about an uncomfortable online encounter. Instead, work with him so you both can learn from what happened and figure out how to keep it from happening again. Assuring your child that you won’t be angry with him and that he is not to blame can help you to develop a trusting, open relationship.



Contact your local law enforcement authorities if you become worried that your child or another child is in danger.



TIPS FOR KIDS:

- 1.** Don't give out information about yourself such as your last name, your phone number, where you live, or where you go to school without asking your parents first.
- 2.** If somebody says something to you or sends you something online, or you see something online that makes you uncomfortable, don't look around or explore. Get your parents instead: They know what to do.
- 3.** Never make plans to meet anyone you've met online. People can be very different in real life from how they are online.
- 4.** Don't open up e-mails, files, or links to Web pages that you get from people you don't know well or trust.
- 5.** Don't ever give out your password except to responsible adults in your family.
- 6.** Always follow your family's rules for the Internet: They're there to make sure you have fun and stay safe online.
- 7.** Don't ever do anything that could cost your family money— such as give out charge card information — unless your parents agree and are there to help you do it.

TIPS FOR TEENS.

- 1.** Don't believe everything you see and read online, especially when you're communicating with strangers. It's very easy for strangers to lie about their age, gender, or intentions.
- 2.** Trust your instincts. If someone makes you feel uncomfortable, leave, or sign off.
- 3.** Be suspicious of any online users who want to know too much about you. Never tell anyone online where you live, what your last name is, the name of your school (or where it is), your phone number, password, or any other personal information.
- 4.** Do not plan to meet up with anyone you've met online unless your parents agree that you can, and they help make the plans and go with you.
- 5.** Don't download any games or files from Web sites you are unfamiliar with. They could be carrying viruses that can seriously damage your computer.
- 6.** If you get suspicious e-mails, files, or pictures from someone you don't know and trust, don't open them. Use the same caution with links or URLs (Web addresses) that look suspicious: They're not worth the risk.
- 7.** Never do any kind of financial transaction online without your parents' permission.
- 8.** If you get angry with someone online, leave the situation and cool off. Getting into online fights can get you into trouble. Remember, anyone has access to what you say online.

TEN TIPS FOR BETTER WEB SEARCHING

- 1. Try plain English first.** Simply type a word, phrase, or question and click “search.” After a moment or so, the search service will return a list of Web sites, known as “hits” containing your keywords in their title or contents.

Don’t be surprised if the list is long and if it includes sites you weren’t expecting to see. Type *exercise*, for example, and your hits might well include sites with information about exercise for children, exercise after surgery, or even how to “exercise your rights” as a consumer. (This can be entertaining, but it’s frustrating if you need something particular and you need it fast.)

Time to try again! But this time, modify your query. Experiment with different search phrases. The more specific your query, the better your chances of finding useful sites fast. Make a more general request, and you’re likely to get thousands of meaningless “hits.” Here are some strategies for improving search results.
- 2. Focus your search** by typing **AND** (lowercase works too, as does the + symbol) followed by another key word. A request like *exercise AND arthritis* will produce more useful hits than exercise alone. Adding still another word — *exerciser+rheumatoid+arthritis* — is even better.
- 3. Limit unwanted results** by telling the search service what **NOT** to look for. If you type *python NOT Monty*, you’ll see sites about snakes but not the British comedy troupe.
- 4. Get specific** by using the term **NEAR** between keywords. Typing *desert NEAR California* lets you focus on deserts in that specific region.
- 5. Improve your hits** by putting **OR** between keywords. Entering *tent camping OR RV* produces sites about either type of camping.
- 6. Put a phrase in quotes** to indicate those words that should always appear together: “*peanut butter and jelly*” or “*Pride and Prejudice*.” This works well for book or film titles, companies, and people.
- 7. Check your spelling;** those transposed letters people type in haste can make for confusing results. And be careful what you capitalize. If you type *Coffee*, some search engines will find only sites that include the word with a capital C.
- 8. Try more than one search engine.** Because these services use different methods for hunting sites, they often produce different results from the same keywords.
- 9. Look for links** in some of the “close but not quite right” sites you find. Most Web sites connect to related and interesting sites with links, and one of those may prove to be the perfect resource.
- 10. Take time to read some tips** for structuring effective searches. All of the search services provide them.

OVERVIEW

Suggestions for effective Web searches.

Try plain English first
Focus your search
Limit unwanted results
Get specific
Improve your hits
Put a phrase in quotes
Check your spelling
Try more than one search engine
Look for links
Take time to read some tips

STAYING SAFE ONLINE.

A young person's contract

- 1.** I will always tell a parent or another adult immediately if something is confusing or seems scary or threatening.
- 2.** I will never give out my full name, real address, telephone number, school name or location, schedule, password, or other identifying information when I'm online. I will check with an adult for any exceptions.
- 3.** I will never have a face-to-face meeting with someone I've met online. In rare cases, my parents may decide it's OK, but if I do decide to meet a cyberpal, I will make sure we meet in a public place and that a parent or guardian is with me.
- 4.** I will never respond online to any messages that use bad words or words that are scary, threatening, or just feel weird. If I get that kind of message, I'll print it out and tell an adult immediately. The adult can then contact the online service or appropriate agency. If I'm uncomfortable in a live chat room, I will use the "ignore" button.
- 5.** I will never go into a new online area that is going to cost additional money without first asking permission from my parent or teacher.
- 6.** I will never send a picture over the Internet or via regular mail to anyone without my parent's permission.
- 7.** I will not give out a credit card number online without a parent present.

Young Person _____ Date _____

Parent/Guardian _____ Date _____

USEFUL WEB SITES FOR THE BLACK FAMILY.

The prefix for all Web sites is "http://www."

General Interest

ibm.com/diversity – IBM's commitment to diversity
ibm.com/stretch/index.phtml – IBM's Web page for stretching the Web in new directions
aawc.com – African American Web Connection
africana.com – "The Black Lane on the Information Highway"
afronet.com – Afronet magazine home page
billmccreary.com – Business, sports, and technology
blackfamilynet.net – Black Family Technology Awareness site
blackplanet.com – Internet directory
elderhostel.org – Educational travel adventures for seniors
everythingblack.com – "Anything and Everything Black on the Net"
seniorsites.com – Housing and services for seniors
tbwt.com – The Black World Today home page

Career Development / Employment

ajb.dni.us – America's Job Bank
asee.org/precollege – American Society for Engineering Education
black-collegian.com – Career site
guru.com – Contract jobs and freelance work
ibm.com/employment – IBM employment opportunities
monster.com – Job listings and career advice

Business & Finance

blackenterprise.com – Black Enterprise magazine
blackmoney.com – Guide to money and finance
businesscenter.ibm.com – Small business solutions
kipbusinessreport.com – The KIP Business Report
nbmbaa.org – The National Black MBA Association
tnj.com – The Network Journal

Spiritual

biblestudytools.net – Bible study
musalman.com – Islamic portal

Media & Entertainment

africaonline.com – Provider of Internet services
bookwire.com – Publisher's Weekly, Library Journal
cushcity.com – African American Bookstore



essence.com – Essence Magazine online
leebailey.com – Electronic Urban Report, newspaper
mobe.com – Marketing Opportunities in Black Entertainment

Just for Kids

discoverengineering.org – Adolescents investigate a host of engineering achievements
nsf.gov/nstw_questions/start.htm – Ask a scientist or engineer
sesameworkshop.org – Big Bird, Elmo and the Sesame Street gang
thetech.org – The Tech Museum of Innovation
tryscience.org – Science network for children
yahooligans.com – Links to sites in many categories for kids

Especially for Girls

girltech.com – Club Girltech
girlscouts.org/girls – Girl Scouts, USA
womenswork.org/girls/ – Role Model Project for Girls

Technology

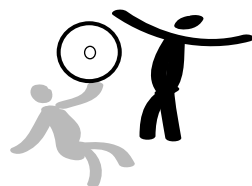
blackengineer.com – *U.S. Black Engineer and Information Technology* magazine
eng.morgan.edu/~amie – Advancing Minorities' Interest in Engineering
eweek.org – National Engineers Week
getnetwise.org – Using the 'Net safely
iaaec.org – Institute for African American e-culture
jsc.nasa.gov/pao/blackhistory/blackhistory.html – Black Astronauts
nacme.org – National Action Council for Minorities in Engineering
nd.edu/~gem – National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc.
tnj.com – The Network Journal

Sports

aaga.com – African American Golf Association
blackathlete.com – “The Soul of Sports”
espn.com – ESPN
nbs.org – National Brotherhood of Skiers

History, Politics & Culture

cnn.com/allpolitics – CNN's political channel
americanheritage.com – American Heritage magazine
blackfacts.com – Black history
CyndisList.com – Genealogy sites on the Internet
thekingcenter.com – Martin Luther King Jr. Center
politicallyblack.com – Black politics



Health

blackhealthnetwork.com – Health info

blackwomenshealth.com – Health and wellness

healthycaregiver.com – For seniors

kidshealth.com – Articles for parents, teens, and school-age children

seniorhealth.about.com – Health and support services for seniors

seniornet.org – Technology information for 50-plus

Education

aauw.org – American Assoc. of University Women, addressing the “technology gender gap”

bigchalk.com – Bigchalk: The Education Network

reachoutmichigan.org – University of Michigan Math-Science Outreach

embark.com – Preparing for college: applying, finding and financing

eweek.org – National Engineers Week Site

education-world.com – Educators World Web site

enc.org/classroom – Eisenhower National Clearinghouse for Math & Science Education

fastweb.com – College applications and scholarships

ipl.org – Internet Public Library

mathsciencenetwork.org/connect.htm – National Network of Eisenhower Regional

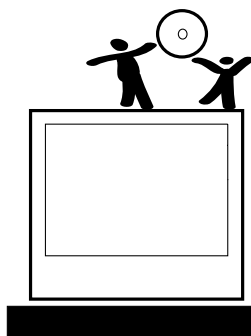
Consortia and Clearinghouse

refdesk.com – “Single best source for facts on the Net”

scholastic.com – Scholastic, Inc. teacher activities

tekmom.com – Tekmom’s Technology Buzzwords for Students

usnews.com – Education section covers college, graduate school, financial aid and career



TECHNOLOGY GLOSSARY

Acronym.

A word formed by combining the initial letters or parts of a series of words, such as RAM for random-access memory or GB for gigabyte.

Address.

A code representing an e-mail destination.

America Online.

A specialized Internet Service Provider that supplies subscribers with online access as well as proprietary content, resources, and activities.

Anti-virus software.

A program that checks for and removes viruses from a computer.

AOL.

Acronym for America Online.

Application.

Coded instructions that tell the computer to perform specific activities, such as word processing or money management. Often the terms software, programs, applications, and titles are used interchangeably.

Attachment.

A document, such as a word-processing file or an image, that is enclosed with or attached to an e-mail.

Bookmark.

An entry in your browser that lists your favorite Web sites and links you to them without your having to retype the addresses; used variously as a noun and a verb.

Browser.

Software that allows you to view and explore the World Wide Web.

Bundle.

A collection of software programs included with a computer; sometimes already installed on the hard drive, in other cases provided in the box containing the computer.

CD-ROM.

The shiny little platter or disc that contains an application, encyclopedia, or game for a computer.

Chat.

A real-time “conversation” in which participants communicate in writing via computers and the Internet.

Chat room.

A “place” or page in a Web site or online service where people can chat, or “talk,” with each other by typing messages. It’s “real-time” communication like talking on the phone, except the “talkers” are typing text as with e-mail. E-mail, on the other hand, is delayed communications.

Clip art.

Drawings or photos that can be “clipped” from a collection of graphic images and incorporated into a computer-based document.

Crash.

The failure of either a software program or a hardware component that causes a computer to stop working.

Cursor.

A bright, usually blinking, movable indicator on a computer screen, marking the position where something can be entered, corrected, or deleted.

Cyberspace.

A very general term used in a number of ways. “Cyberspace” can refer to the electronic areas and communities on the Internet and other computer networks, the culture developing on (or across) the global network of phone wires that makes up the Internet, a new publishing or communications medium separate from conventional media, or a “place” separate from or in addition to physical space.

Database.

A collection of records or entries that can be searched and sorted by computer. Database programs are a convenient means of storing and managing such collections as recipes and collectibles, for example.

Directories.

Similar to search engines, directories are indexes of Web pages organized by subject.

Discussion group.

An area online focused on a specific topic, where users can read and add or “post” comments.

Disk.

A small, rectangular piece of plastic containing a magnetic medium used to store and transport computer data. Also called a diskette or a floppy disk.

Diskette.

A small, rectangular piece of plastic containing a magnetic medium used to store and transport computer data. Also called a disk or a floppy disk.

Domain name.

A Web site address, usually followed by .com, .org, or .edu.

Dot pitch.

A measure of image clarity on a monitor, representing the vertical distance between like-colored pixels. The smaller the dot pitch, the crisper the image.

Download.

To transfer data from an online source to your computer. “Download” is also used to mean viewing a Web site, or material on a Web server, with a Web browser. See also “upload.”

E-mail (electronic mail).

Electronic mail; written messages sent from one computer to another via the Internet. E-mailing requires having a modem, connecting a telephone line or cable to your computer, and an e-mail address (recognizable because of the “@” symbol, such as president@whitehouse.gov).

Emoticon.

“Smiley” faces, formed by various punctuation marks on the computer keyboard, that people add to their e-mail messages to convey feelings.

FAQ.

Short for Frequently Asked Questions, usually a collection of questions and answers posted online to address typically-asked inquiries. It’s a good idea to read a FAQ list before calling in or e-mailing a question.

Filtering software.

Software that sorts information on the Internet and classifies it according to content. Some filtering software allows the user to block certain kinds of information on the Internet.

Floppy disk.

A small, rectangular piece of plastic containing a magnetic medium used to store and transport computer data. Also called a disk or a diskette.

Gigabyte (GB).

A measurement of a computer’s long-term storage space.

Going online.

Slang for connecting to — and exploring — the Internet and the services it makes possible, such as the World Wide Web and e-mail.

HTML (Hypertext Markup Language).

The standard language used for creating documents on the World Wide Web.

HTTP (Hypertext Transfer Protocol).

The standard language that computers connected to the World Wide Web use to communicate with each other.

Hard disk drive.

The computer’s long-term storage space.

Hardware.

The “hard” components of a computer system, such as the monitor, keyboard, mouse, processor, modem, disk drive, and the like.

Home page.

The first page of a Web site; also refers to a personal site created by an individual or a family.

Hyperlink.

An image or portion of text on a Web page that is linked to another Web page (either on the same site or in another Web site). You can usually tell that a word or a phrase is a link because it's another color, or underlined, or both. If it's an image, you can tell it's a hyperlink if you see a border around it, or if the cursor changes to a little hand when you drag it over the image with the mouse. You just click on the link to go to another Web page. See also “link.”

IM (instant message).

A chat-like technology on an online service that notifies a user when a friend is online, allowing for simultaneous — instead of delayed — communication (like talking on the phone, only with text).

Internet.

A collection of interconnected computer networks around the world. Other terms for the Internet include the Net, the Information Superhighway, and cyberspace.

Internet Service Provider (ISP).

A company that provides a software connection between your computer's modem and the Internet. Examples include AT&T WorldNet, Mindspring, and America Online, among others.

Internet TV.

A technology that provides access to the World Wide Web without a computer, via your television set and phone line. Also known as WebTV. InternetTV and WebTV products consist of a “set-top” unit, a keyboard, and a remote control. It's a low-cost way to go online for e-mailing and Web browsing only, but it doesn't support any other computer activities.

Intranet.

A private network that works like the Internet, except that it can only be seen by a select group of people, such as the employees of a company.

ISDN.

Short for Integrated Services Digital Network, a communications line that can provide very high-speed access to the Internet.

ISP.

Acronym for Internet Service Provider.

Keyword.

A significant or descriptive word used as a reference point in Web searches.

Kilobytes per second (kbps).

A measure of a modem's speed in transferring data.

Link.

An instantaneous connection between different locations on the Web; used variously as a noun and a verb. Links are usually underlined or highlighted in a different color than surrounding text. Clicking a link takes you to a different area on the Web. See also "hyperlink."

Macintosh.

A personal computer made by Apple.

Mac OS.

The operating system used by Macintosh computers.

Megabyte (MB).

A measurement of a computer's random-access memory.

Megahertz (MHz).

A unit of measurement that refers to how fast a computer processor carries out instructions.

Modem.

A communications device that lets a computer transmit information over a telephone line.

Monitor.

The computer's screen or display.

Multimedia.

The combination of visual images, sound, animation, and text.

Offline.

Not connected to the Internet.

Online.

Having access to the Internet, World Wide Web, personal communications, and the like. When you connect your computer to another computer, usually via a modem and a phone line, it's known as "going online."

Operating system.

A computer's master control program, giving the computer screen its characteristic appearance and controlling all of the workings of the computer.

Pixel.

One spot in a grid of thousands of spots that form an onscreen image. Short for picture element.

Point-and-click.

A method of selecting data on your computer screen that involves moving the cursor to a particular spot with your mouse, then pressing the mouse button.

Post.

To send a message and have it "published" in a chat room or discussion board.

Processor.

The brains of the computer, also called the microprocessor or a chip.

Program.

Coded instructions that tell the computer to perform specific activities, such as word processing or money management. Often the terms software, programs, applications, and titles are used interchangeably.

Random-access memory (RAM).

The computer's short-term "working" memory, used for temporarily storing data, calculation results, program instructions, and the like, while the computer is in action.

Refresh rate.

The frequency with which a computer screen is "updated" to maintain a flicker-free image.

Resolution.

The fineness of detail that a computer monitor achieves in producing an image.

Search engine.

A tool to help people locate information available on the World Wide Web. By typing in keywords, users can find numerous Web sites that contain the information sought.

Search service.

A specialized Web site that will hunt for sites containing a word or phrase you want to look up. These sites use search engines to locate the information.

Server.

A host computer that stores information and software programs and makes them available (or "serves" them) to users of other computers. You download the information on a Web server with a Web browser.

Site.

A location or destination on the World Wide Web.

Software

Coded instructions that tell the computer to perform specific activities, such as word processing or money management. Often the terms software, programs, applications, and titles are used interchangeably.

Spam.

Unsolicited "junk" e-mail containing advertising or promotional messages sent to large numbers of people.

Spin speed.

The speed at which a CD-ROM drive operates.

Spreadsheet.

A software application used for finance-related calculations, useful for performing "what if" evaluations on varying data.

Start-up page.

The first Web page you see when you launch your browser. Unless you change it, your start-up page is likely to be the home page of your Internet Service Provider or your browser.

Surfing.

The process of browsing the Web, by linking from site to site. A less purposeful, more entertaining activity in contrast to "searching" the Web.

System software.

The collection of programs that comprise and relate to a computer's operating system.

Upload

Copying or sending data or documents from your computer to another computer, such as the server that hosts your home page.

URL.

Acronym for Uniform Resource Locator; the unique address for each site on the Web.

Utility.

A program that performs system-maintenance functions.

Version.

A specific issue or release of a software program or hardware product.

Virus.

A program that can infect and damage data and programs in a computer.

Web — the World Wide Web.

What most people think of when they think of the Internet. The Web is actually just one service on the Internet. It is a collection of graphical hyperlinked documents made publicly available on computers (or Web servers) around the world. The information on these servers can be viewed or accessed with a browser.

Webmaster.

The administrator responsible for the management and often the design of a Web site.

Web page.

An element of a Web site, usually a “screenful” of information.

WebTV.

A technology that provides access to the World Wide Web without a computer, via your television set and phone line. Also known as InternetTV. InternetTV and WebTV products consist of a “set-top” unit, a keyboard, and a remote control. It’s a low-cost way to go online for e-mailing and Web browsing only, but it doesn’t support any other computer activities.

Windows

An operating system developed by Microsoft and used in computers made by IBM, Dell, Compaq, Gateway, Hewlett-Packard, and others (in contrast to the Mac OS operating system in Macintosh computers).

Word-processing program.

Software for writing. Popular word-processing programs include Lotus WordPro and Microsoft Word. Word-processing programs are also found in “works” programs.

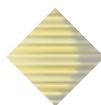
Works programs.

Software with the word “works” in the title usually provide a combination of useful software such as word-processing, database, spreadsheet, and drawing programs. Popular works programs include LotusWorks, Microsoft Works, and AppleWorks.

www.

The World Wide Web. (See also “Web.”)

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CAREER

Communications Group, Inc.

